

**Revised**  
**Winfield School District #34 Board of Education**  
**Regular Board of Education Meeting**  
**Thursday, September 24, 2020**  
**Location: Livestream**  
**0S150 Park St**  
**Winfield, IL 60190 - 7:00 PM**

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**Revised MEETING AGENDA**

**I. CALL TO ORDER**

*The live meeting is available to be viewed at this link:* <https://stream.meet.google.com/stream/27195699-8327-4ff1-90b9-315eb26cceb>

One can login to see it using their student's login credentials. Additionally, from 6:30pm that day through the end of the Board Meeting, there will be a guest login for the meeting to livestream Username: lstream@winfield34.org. Password: Winfield34 This will only work during this time slot for viewing the Board Meeting only.

**II. ROLL CALL**

**III. PLEDGE OF ALLEGIANCE**

**IV. APPROVAL OF AGENDA - ADDITIONS OR CHANGES TO THE AGENDA**

*Recommended Motion: I move to approve the agenda as presented. (Roll Call)*

**V. PUBLIC COMMENT:**

We request members of the audience who wish to provide public commentary complete the Public Comment Request card and limit their comments or questions to three minutes. *Public comments submitted by digital form will be read by a board member or administrator during the Public Comment portion of the meeting. Comments may be submitted to <https://tinyurl.com/winfield34boardcomment>.* Questions that Board members cannot answer in a timely fashion will be referred to the appropriate administrator who will respond within the week or as soon as time permits. Thank you.

**VI. PUBLIC PRESENTATION**

- A. In-Person & Remote Learning Program
- B. Data Presentation
- C. Strategic Plan
- D. Life Safety Update

**VII. APPROVAL OF MINUTES**

*Recommended Motion: I move to approve the minutes as presented. (Roll Call)*

- A. Regular Board Meeting Minutes August 27, 2020
- B. Hearing Board Meeting Minutes August 27, 2020
- C. Closed Session Meeting Minutes August 27, 2020 *Confidential Attachment*

**VIII. CONSENT AGENDA (Routine matters that do not require discussion)**

*Recommended Motion: I move to approve the Consent Agenda action items A and B (read every listed item) as presented. (Roll Call)*

- A. Approval of Finance Reports
  - 1. Bill List - Payable List and List of Other Payments
  - 2. Treasurer/Fund Balance/Bank Reconciliation Report
- B. Other Approvals
  - 1. FOIA-Scott O'Connell

**IX. COMMUNICATION TO THE BOARD**

- A. Superintendent's Report
  - 1. Legislative Update

- 2. Strategic Conversations
- B. Principal's Report
  - 1. Instructional Program Update
- C. Finance Report from Director of Business Services
  - 1. Insurance Rates
  - 2. Salary Compensation Report

**X. OLD BUSINESS**

**A. Second Reading of Board Policies**

***Recommended Motion: I move to approve the Second Reading of Board Policies as presented. (Roll Call)***

- 1. 2:260, Uniform Grievance Procedure
- 2. 2:265, Title IX Sexual Harassment Grievance Procedure
- 3. 5:10, Equal Employment Opportunity and Minority Recruitment
- 4. 5:20, Workplace Harassment Prohibited
- 5. 5:100, Staff Development Program
- 6. 5:220, Substitute Teachers
- 7. 5:330, Sick Days, Vacation, Holidays, and Leaves
- 8. 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment
- 9. 7:185, Teen Dating Violence Prohibited

**XI. NEW BUSINESS**

**A. Memo of Understanding**

***Recommended Motion: I move to approve the Memo of Understanding as presented. (Roll Call)***

**B. Intergovernmental Agreement with DuPage ROE/DuPage County for county to fund internet services for low income families during the pandemic.**

***Recommended Motion: I move to approve the Intergovernmental Agreement with DuPage ROE/DuPage County for county to fund internet services to low income families during the pandemic as presented. (Roll Call)***

**C. Approve Change to In-Person Learning.**

***Recommended Motion: I move to approve the Change to In-Person Learning as presented. (Roll Call)***

**D. Personnel**

**1. Accept Retirement as presented.**

***Recommended Motion: I move to approve the Retirement of Nina Macmillan at the end of the 2020-2021 school year as presented. (Roll Call)***

**2. Approve additional 2020-2021 1.0 FTE Teacher for support during COVID Pandemic as presented.**

***Recommended Motion: I move to approve the additional 1.0 FTE Teacher as presented. (Roll Call)***

**3. Approve Employment of Brianne Willix as 1.0 FTE Teacher as presented.**

***Recommended Motion: I move to approve the employment of Brianne Willix as presented. (Roll Call)***

**E. Items For Future Agendas**

- 1. None

**XII. ADJOURN TO CLOSED SESSION – Reason 1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. 5 ILCS 120/2(c)(1). (ROLL CALL VOTE)**

**XIII. ADJOURN CLOSED SESSION TO REGULAR SESSION**

**XIV. ACTION FROM CLOSED SESSION**

- A. None

**XV. ADJOURNMENT**

**Recommended Motion: I move that the Board of Education meeting be adjourned (Roll Call)**

# Learning in 2020-2021

Creating Comprehensive  
Learning Experiences in an  
Unusual Way for an  
Unusual Time

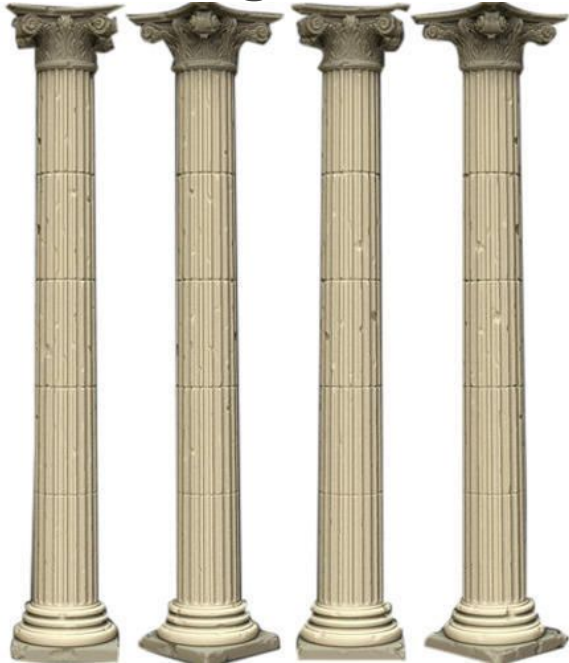




# What Do We Believe?

- Students, staff, and families need a safe and healthy learning environment.
- We need to provide a full range (comprehensive) of learning experiences that promote academic and social-emotional growth.
- Learning in Winfield is personal and should be done in a way that connects to our school community and builds connections with our school community.

# Core Ideas Across All Learning Planning



- We will provide all services whether we are In Person, in E-Learning, and Remote Learning.
- Instruction will include a blend of Whole Group, Small Group, Individual, Flipped (video instruction before dialogue), and independent work in all settings.
- All of our classes and support services are important and will be delivered.

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# What Has Changed?



- **Medical Exclusions** - More open on runny nose for seasonal allergies and headaches now need to be moderate to severe. 14 day quarantine for symptoms and a direct connection to a confirmed case.
- **Testing** - More readily available. Future opportunities for rapid results in U of I saliva test or Abbott nasal swab test, but not here yet.
- **Transmission** - DuPage - up and down... Winfield - flat since July
- **Vaccine** - Anticipated by CDC and Health Department to be fully deployed in 2nd-3rd quarter (April - September 2021) - CDC Director indicates that common mask wearing may be more effective than a vaccine.

# Our thinking has evolved...



- Changes in medical exclusions allow for in-person learning to be doable
- A segment of our students and families are struggling with E-Learning parallel to the classroom.
- Remote Learning with students in parallel with the classroom for those who choose may not be as effective as current E-Learning but with a majority of students in-person overall the gains and support may be greater. Before we did not believe this is doable. Now we believe we can do this to an extent.
- Families, administrators, teachers, and students have a wide range of emotions and perspectives on this topic. There is no right answer and not everyone will agree with whatever decision is made.

# In Person Learning



# Logistics

- Changes to arrival procedures
- Screenings at entry for both staff and students
  - Exclusion based on Health Department Guidance (New)
  - All individuals staying in school building more than 10 minutes will be screened.
- Limited locker/hook use
- New bathroom/water fountain procedures - Bring a Water Bottle
- New hallway procedures - limit contact in halls
- Everyone 2 years old and up must use face coverings - Bring a mask
- Dismissal will require individuals to be by their grade levels.

# COVID-19 INTERIM EXCLUSION GUIDANCE<sup>1</sup>

## Decision Tree for Symptomatic Individuals in Pre-K, K-12 Schools and Day Care Programs



Send home or deny entry (and provide remote instruction) if **ANY** of the following symptoms<sup>2</sup> are present: Fever (100.4°F or higher), new onset of moderate to severe headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, abdominal pain from unknown cause, new congestion/runny nose, new loss of sense of taste or smell, nausea, fatigue from unknown cause, muscle or body aches.

**Medical Evaluation and Testing are Strongly Recommended for ALL Persons with COVID-Like Symptoms.**

Status	A. COVID-19 diagnostic test Positive (confirmed case) OR COVID-like symptoms without COVID-19 testing and exposed to confirmed case (probable case)	B. Symptomatic individual with a negative COVID-19 diagnostic test <i>(Negative COVID-19 diagnostic tests must be from a specimen collected up to 48 hours prior to symptom onset or after and is valid for only the date the specimen was collected.)</i>	C. Symptomatic individual with an alternative diagnosis without negative COVID-19 diagnostic test	D. Symptomatic individual without diagnostic testing or clinical evaluation <i>Individuals may move to Columns A, B, or C based on results of diagnostic testing and/or clinical evaluation.</i>	E. Asymptomatic individual who is a close contact <sup>6</sup> to a confirmed or probable COVID-19 case
Evaluated by Healthcare Provider	YES / NO	YES / NO	YES	NO	NA
Return to School Guidance	<u>Stay home</u> at least ten <sup>3</sup> calendar days from onset of symptoms AND for 24 hours with no fever (without fever-reducing medication) AND improvement of symptoms.	<u>Stay home</u> until symptoms have improved/resolved per return-to-school criteria for diagnosed condition <sup>4</sup> . Follow provider directions, recommended treatment & return to school guidance as per school policies and <a href="#">IDPH Communicable Diseases in Schools</a> .	<u>Stay home</u> until symptoms have improved/resolved per return-to-school criteria for diagnosed condition <sup>4</sup> . Follow provider directions, recommended treatment & return to school guidance as per school policies and <a href="#">IDPH Communicable Diseases in Schools</a> .	<u>Stay home</u> at least ten <sup>3</sup> calendar days from onset of symptoms AND for 24 hours with no fever (without fever-reducing medication) AND improvement of symptoms.	Stay home for 14 calendar days after last exposure to the COVID-19 case. <i>If COVID-19 illness develops, use the ten-day isolation period<sup>5</sup> guidance for a COVID-19 case from the onset date. Testing is recommended.</i>
Quarantine for Close Contacts?	YES	NO	NO	Household Member (e.g., Siblings, Parent) <sup>5</sup>	NA
Documentation Required to Return to School	Release from Isolation letter (if received from their LHD) provided by the parent/guardian or staff person, notification via phone, secure email or fax from the LHD to the school, OR other process implemented by your LHD	Negative COVID-19 test result OR healthcare provider's note indicating the negative test result	Healthcare provider's note with alternative diagnosis	After the ten-day exclusion, a note from parent/guardian documenting that the ill student and/or household contacts are afebrile without fever-reducing medication and symptoms have improved	Release from Quarantine letter (if received from their LHD) provided by the parent/guardian or staff member, LHD notification via phone, secure email or fax to the school OR other process implemented by your LHD
<p><sup>1</sup> Based on available data and science, schools must make local decisions informed by local context in consultation with their local public health department. This chart should be used in conjunction with the <a href="#">Public Health Interim Guidance for Pre-K-12 Schools and Day Care Programs for Addressing COVID-19</a>.</p> <p><sup>2</sup> New onset of a symptom not attributed to allergies or a pre-existing condition.</p> <p><sup>3</sup> Severely immunocompromised or severely ill: may need to isolate for 20 days as per guidance from the individual's infectious disease physician.</p> <p><sup>4</sup> If the individual has been identified by public health for quarantine or knows they are a close contact to a case, the 14-calendar-day quarantine must be completed.</p> <p><sup>5</sup> Consider quarantine for other close contacts if there was poor adherence to social distancing or use of face coverings.</p> <p><sup>6</sup> Contacts to close contacts of a case do not need to be excluded unless the close contact becomes a confirmed or probable case.</p> <p style="text-align: right;"><b>Rev. 9/10/2020 Interim Guidance, Subject to updates</b></p>					

# FAKING OUT PARENTS

1. Fake a Stomach Cramp

2. Moan and Wail

3. Lick Palms

- Temperature at/above 100.4
- New onset of moderate to severe headache
- New cough or shortness of breath
- Nausea/vomiting/diarrhea
- Abdominal pain from unknown cause
- New congestion or runny nose
- Fatigue from unknown cause
- New loss of taste or smell
- Muscle or Body ache
- Positive CoVID-19 Test/Contact with a positive person

**What will be screened?**

# Learning



- Students are in grade level cohorts. Every grade level has less than 50 kids.
- Students may switch between grade level rooms for classes but will need to maintain social distance in classrooms.
- Middle School teachers will switch rooms, students will stay in grade level rooms.
- Science lab will be limited to grade levels and surfaces will be disinfected between grade levels.
- Specials will be in special area classrooms. Surfaces will be disinfected between grade levels
- Instructional experiences will follow same schedule. Interventions will be in small groups with mask wearing and spacing.
- Lots of hand washing and hand sanitizing after using shared materials or playing games together.

# Lunch & Recess



- Change from 3 lunch sittings to 4. One grade level will eat lunch in cafeteria (except 6 & 8th together) and one will eat in commons above cafeteria. Tables will be cleaned between seatings.
- Curbside lunch model instead of buffet distribution
- Students will be spaced throughout the eating areas
- Groups will have separate lunch areas and recess areas
- Students will hand sanitize or wash hands before/after playing on the recess equipment, gym equipment, and using hands on materials
- Recess activities will change to provide greater social distancing and the opportunity to remove masks if students choose to do so.
- Handwashing/hand sanitizing before lunch, after lunch, and after recess.

# Community Involvement

- Parent Q & A's the week of September 28th
- Visitors
  - Unlikely
  - Anyone intending to be in the building for more than 10 minutes will need to be screened
- Room Parties
  - No visitors
  - Grade levels will coordinate with PTO representatives to figure out what the experience will be
  - No Halloween parade
- Virtual Conferences
- Field Trips, Extracurriculars, and special presenters analyzed on a case by case basis

# E-Learning

# E-Learning

- E-Learning is what we are doing now
- E-Learning will follow the same schedule as in-person learning
- E-Learning may be used by students in the in person program on Snow Days/Weather Emergency Days or times in which the in-person program is not able to operate on-site
- E-Learning will continue to follow the Google Meet process we are doing when it is necessary





# Remote Learning

# Remote Learning

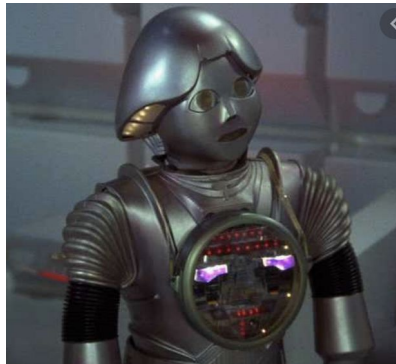
- Option available to any student whose family does not choose in person instruction
- K- (some of 4th) - 1 Room Schoolhouse Model led by Mrs. Hempe
- Some of 4th - 8th - Futuristic Model with Students following in-person learning experiences via Google Meet

# k-4 1-Room Schoolhouse



- 2.5 hours synchronous instruction, the remainder of learning asynchronous (done independently)
- Differentiated based on student level of achievement (MAP, Fast bridge)
- Emphasis on literacy and math development
- Thematic units for Social Studies/Science to allow for multigrade instruction
- Exact schedule/logistics to be determined by students who enroll
- Students will have Art & Music as a classes. Some gym class via Google Meet some will be asynchronous

# Futuristic Model



- Students participate in class via Google Meet
- I-Pads for classrooms with students to be the face and ask questions to the teacher as the learning is going.
- Students follow regular schedule for the most part with regular services
- PE will be asynchronous, most likely a set of activity suggestions

# Wrinkles to the Plan

- Mrs. Hempe will be the facilitator of the 1 Room Schoolhouse Program
- Grade Advanced Middle School Math will be done remotely, with instructor remote and staff supervising the classroom
- On Level Middle School Math will be co-taught with 1 instructor on-site and 1 remote (these classes were already co-taught)
- Waiting on potential restrictions for one additional staff member
- Recommend hiring Brianne Willix to lead the class currently assigned to Mrs. Hempe

# Winfield 34 Fall Data Presentation

September 24, 2020

# Looking into Data

## Multiple Standardized Measures for Reading and Math

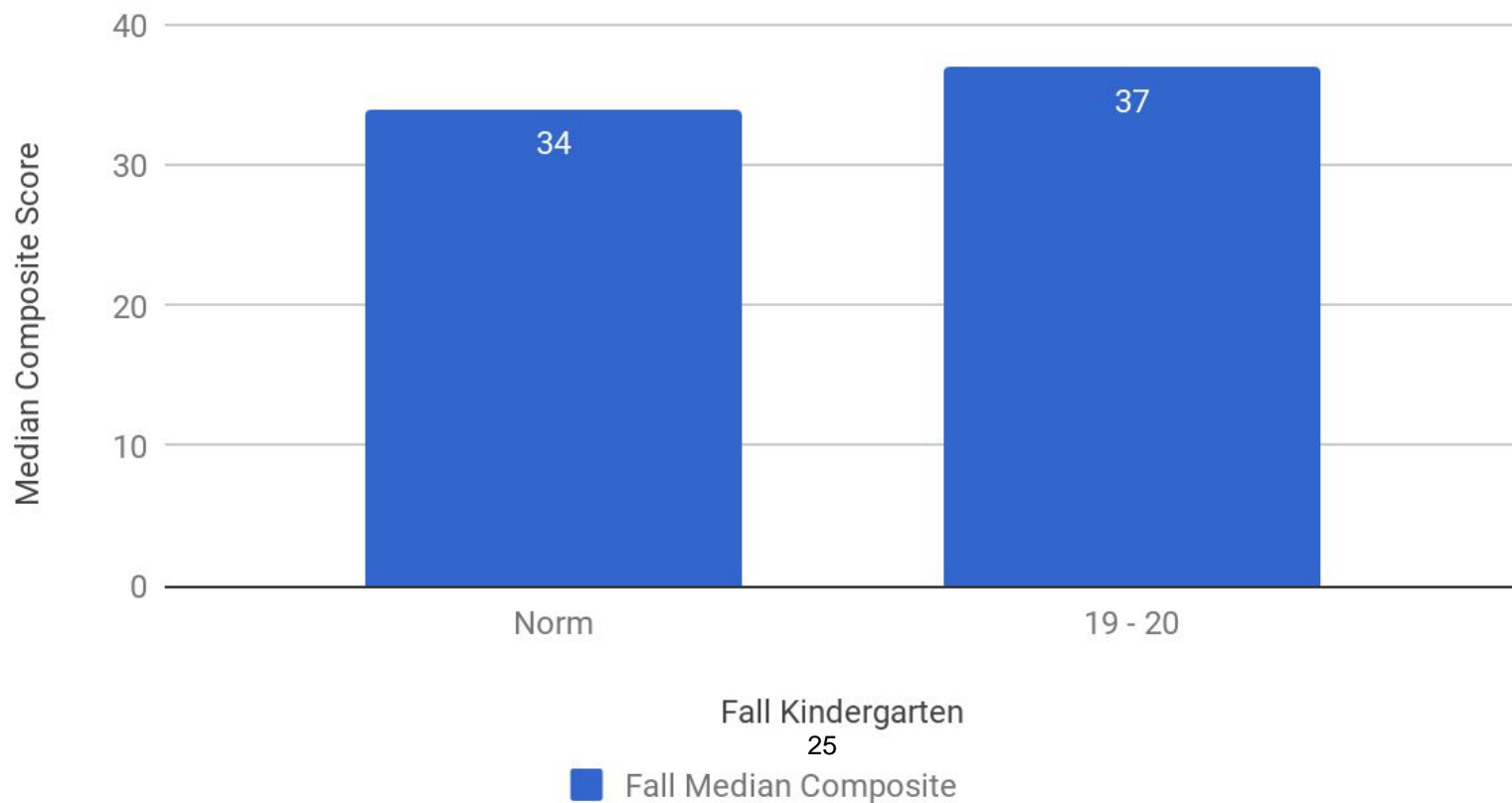
- No Spring standardized assessments administered
- Remote learning since March 16, 2020
- FastBridge - grades k-3 (scaled down for K-1 in remote Fall 20)
- NWEA MAP - Math & Reading (3x per year) - grades k-8
- IAR - Math & Reading (1x per year) - grades 3-8 - Not administered in Spring 2020

## One Standardized Measure for Science

- Illinois Science Assessment (1x per year) - grades 5 & 8 - Not administered Spring 2020

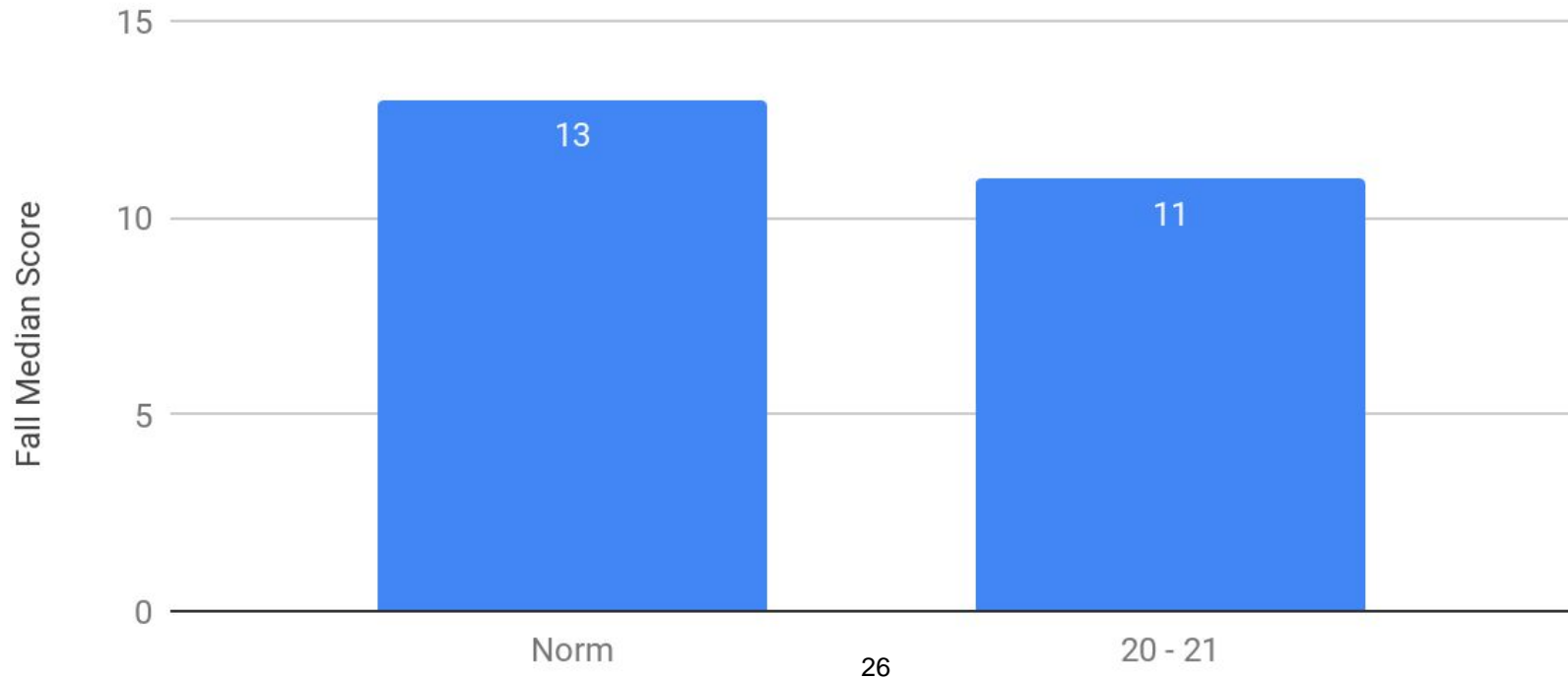
# FastBridge Achievement by Grade Level

# Fall Kindergarten Early Reading Composite



# Fall 20 Kindergarten Onset Sounds (Fall Median vs. Norm Avg)

\*

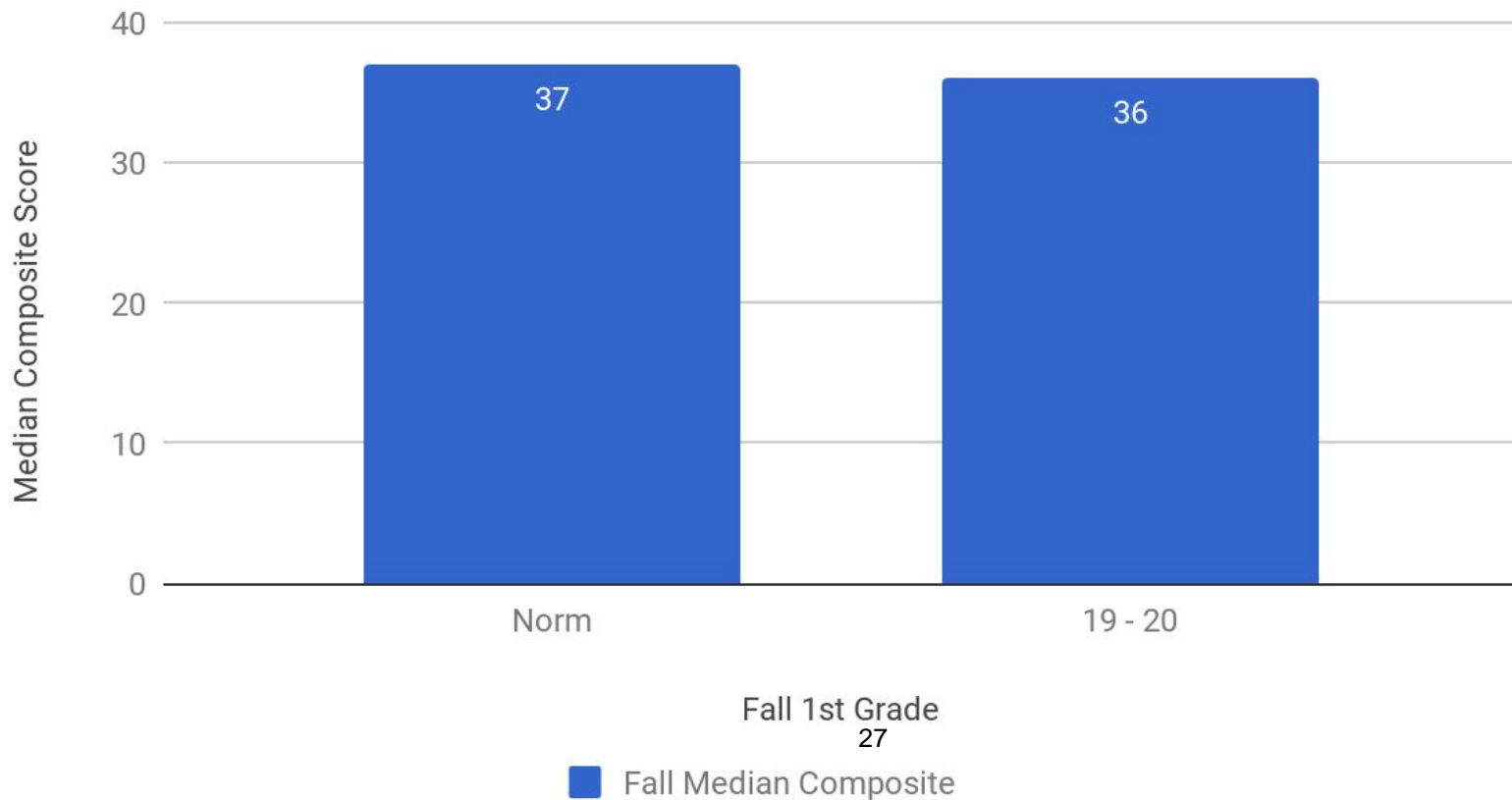


\* **Caution:** This is  $\frac{1}{4}$  of the tasks typically completed to obtain Composite. Scaled down to make assessment feasible and use in conjunction with teacher collected data and MAP

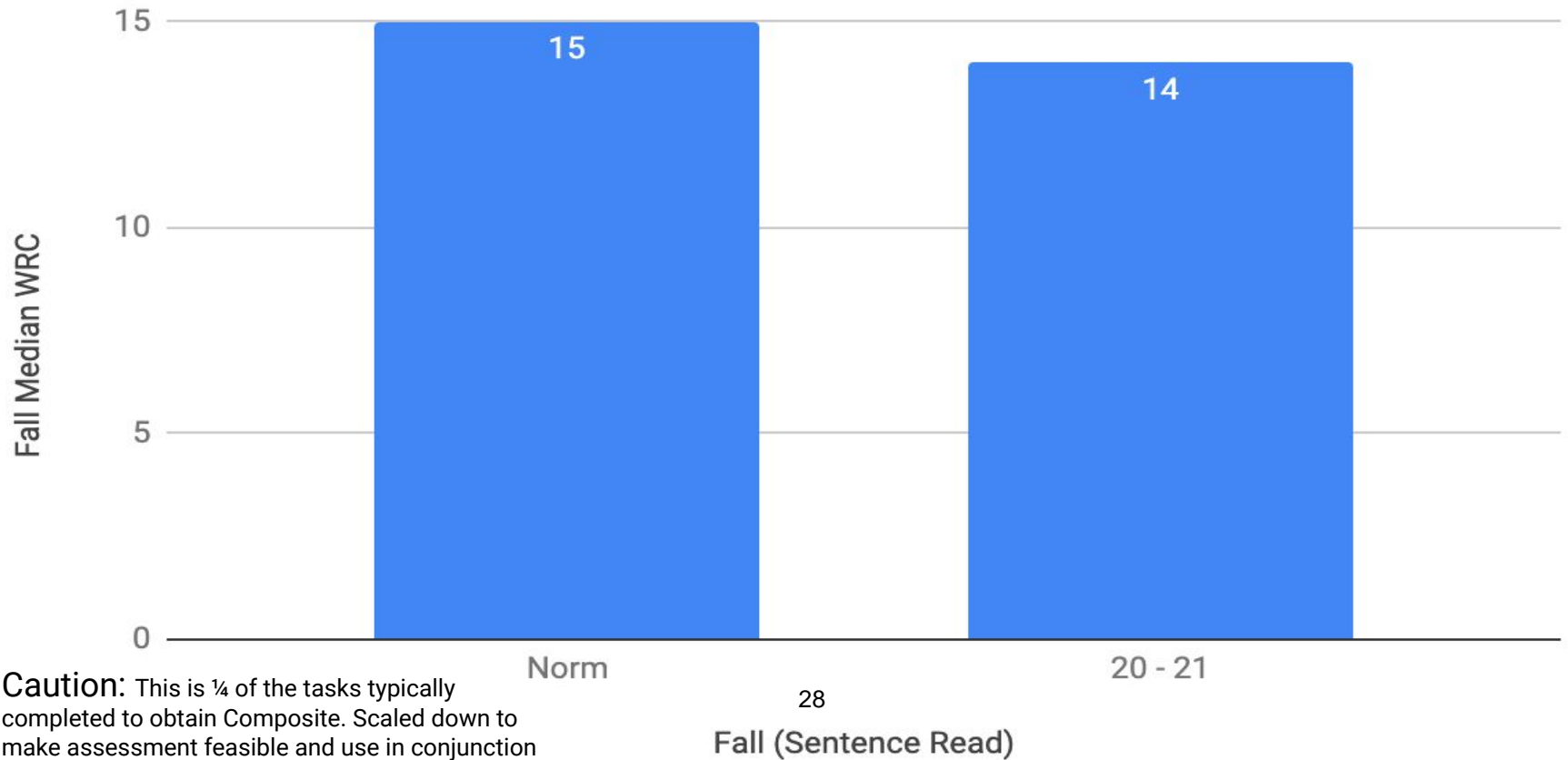
26  
Fall

20 - 21

# Fall 1st Grade Early Reading Composite

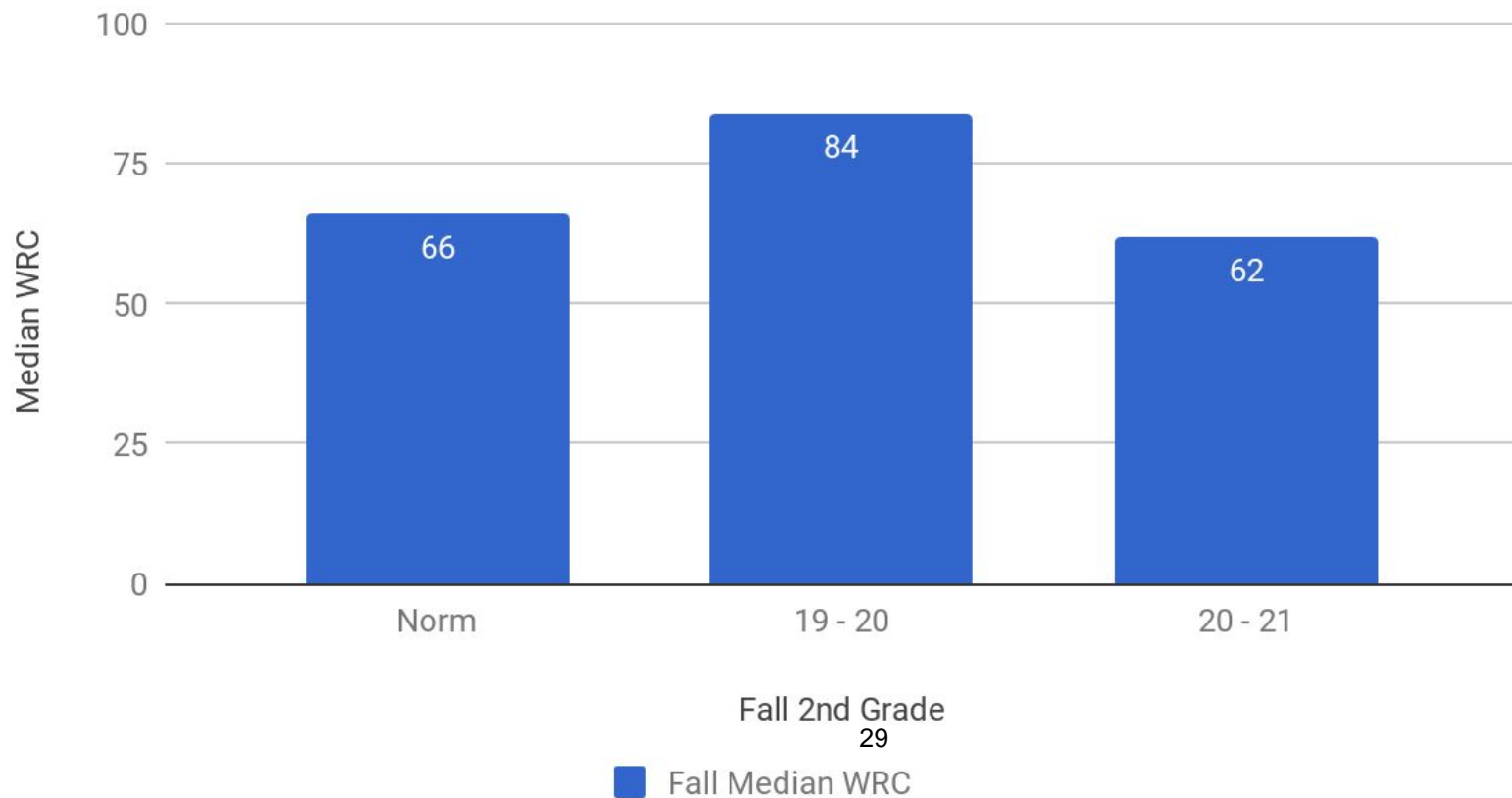


## Fall 20 Median WRC vs. Fall (Sentence Read)

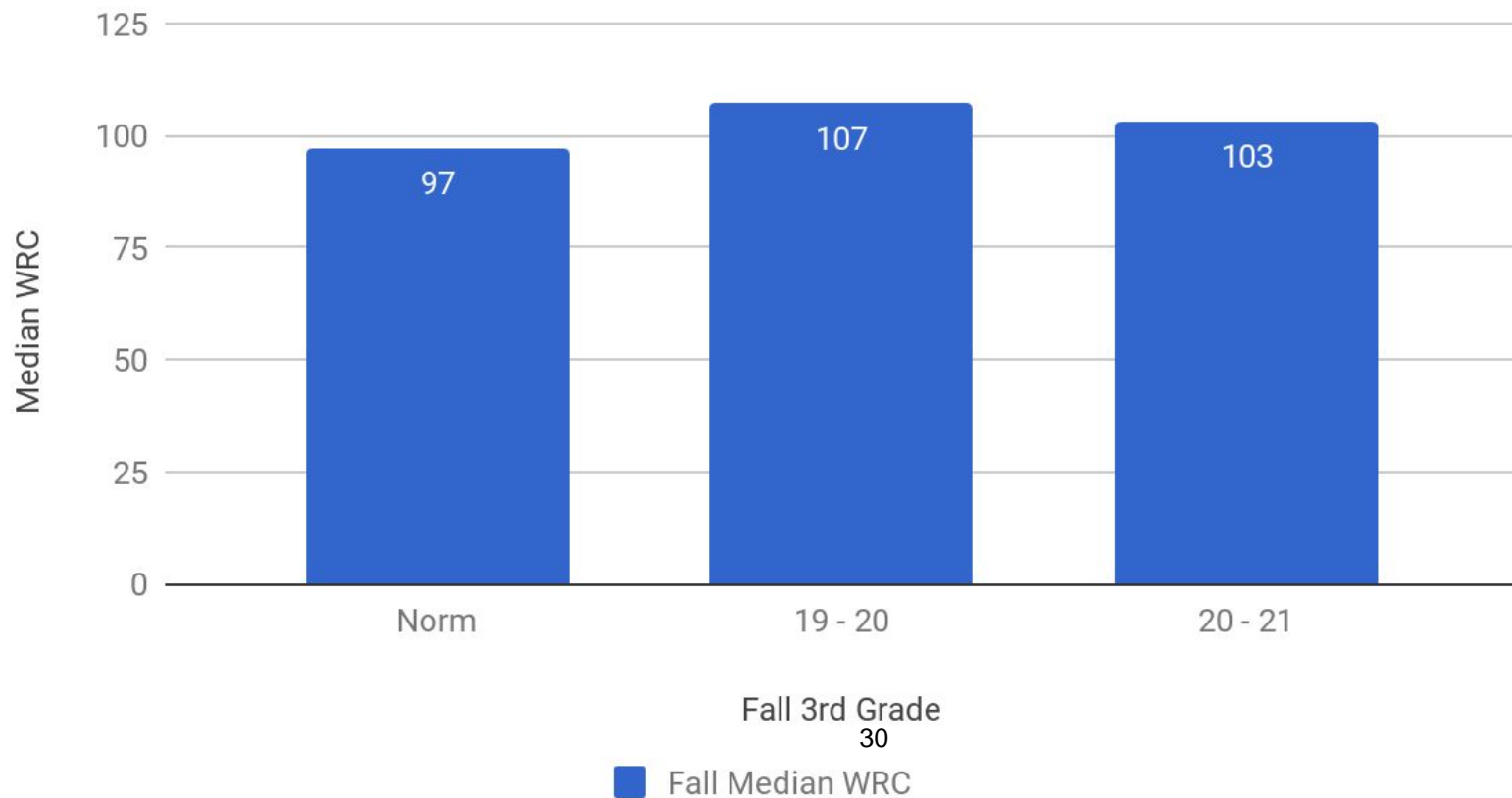


**Caution:** This is  $\frac{1}{4}$  of the tasks typically completed to obtain Composite. Scaled down to make assessment feasible and use in conjunction with teacher collected data and MAP

# Fall 2nd Grade Words Read Correct



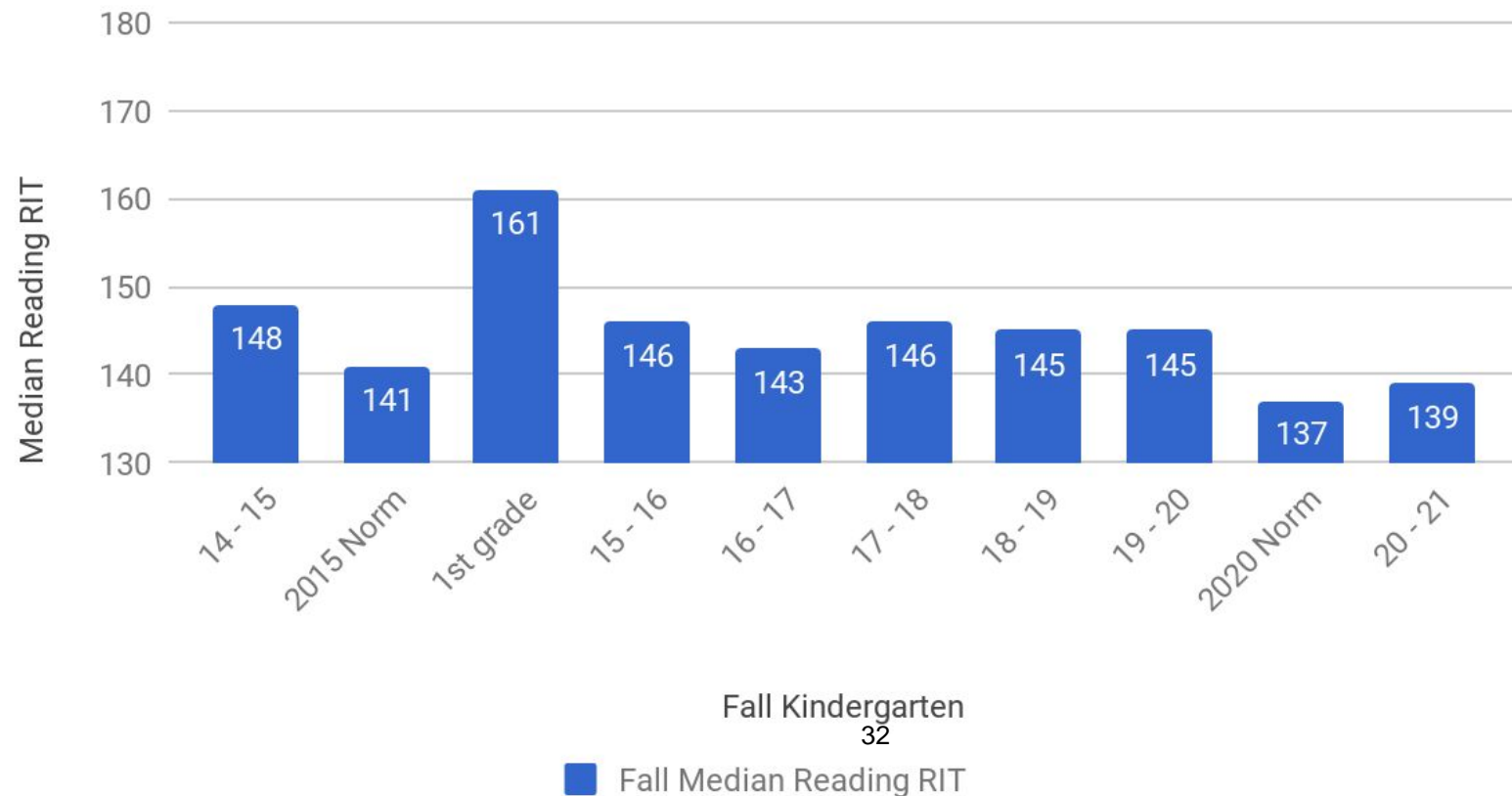
# Fall 3rd Grade Words Read Correct



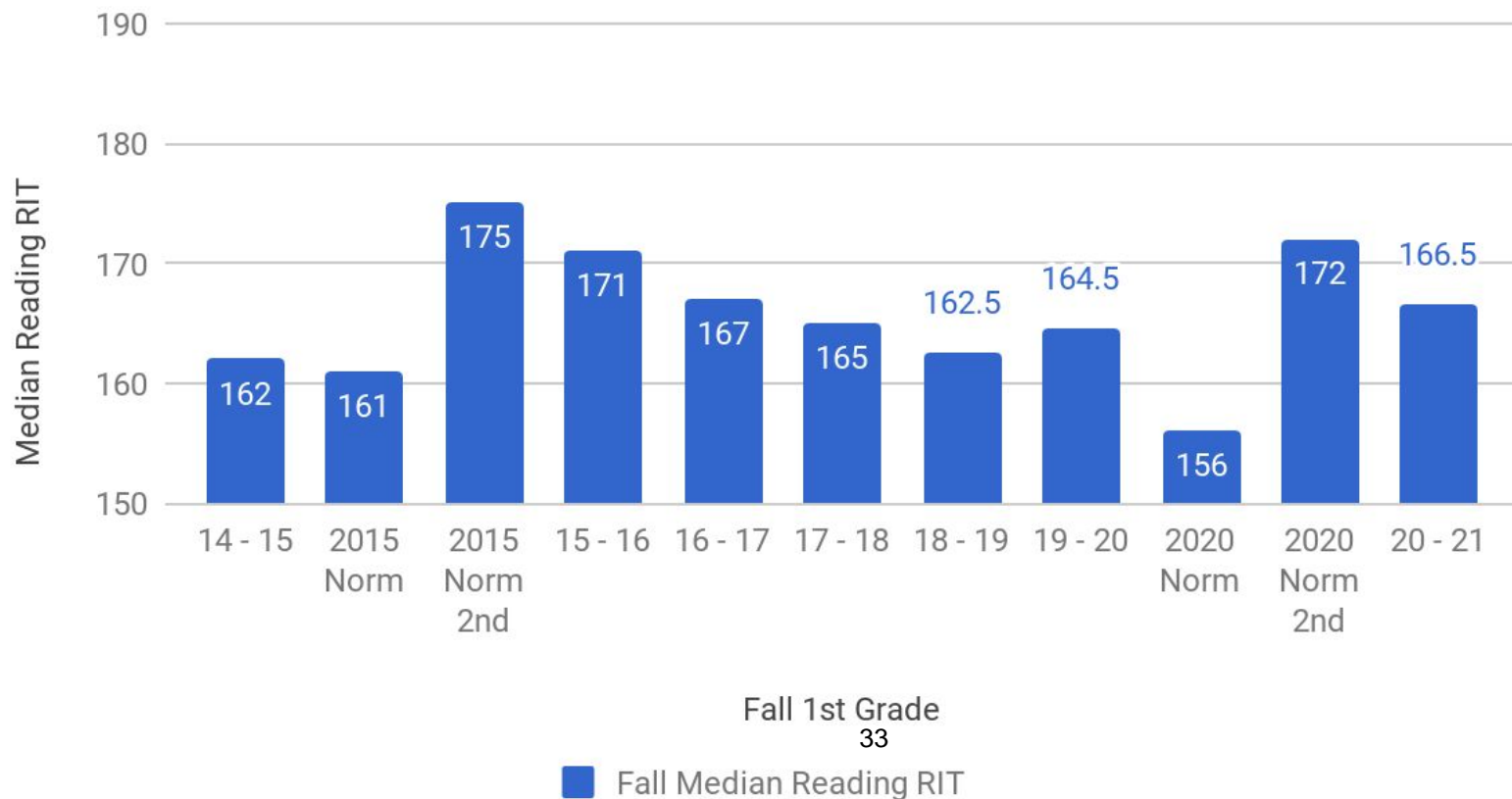
Fall 3rd Grade  
30

# MAP Reading Achievement By Grade Level

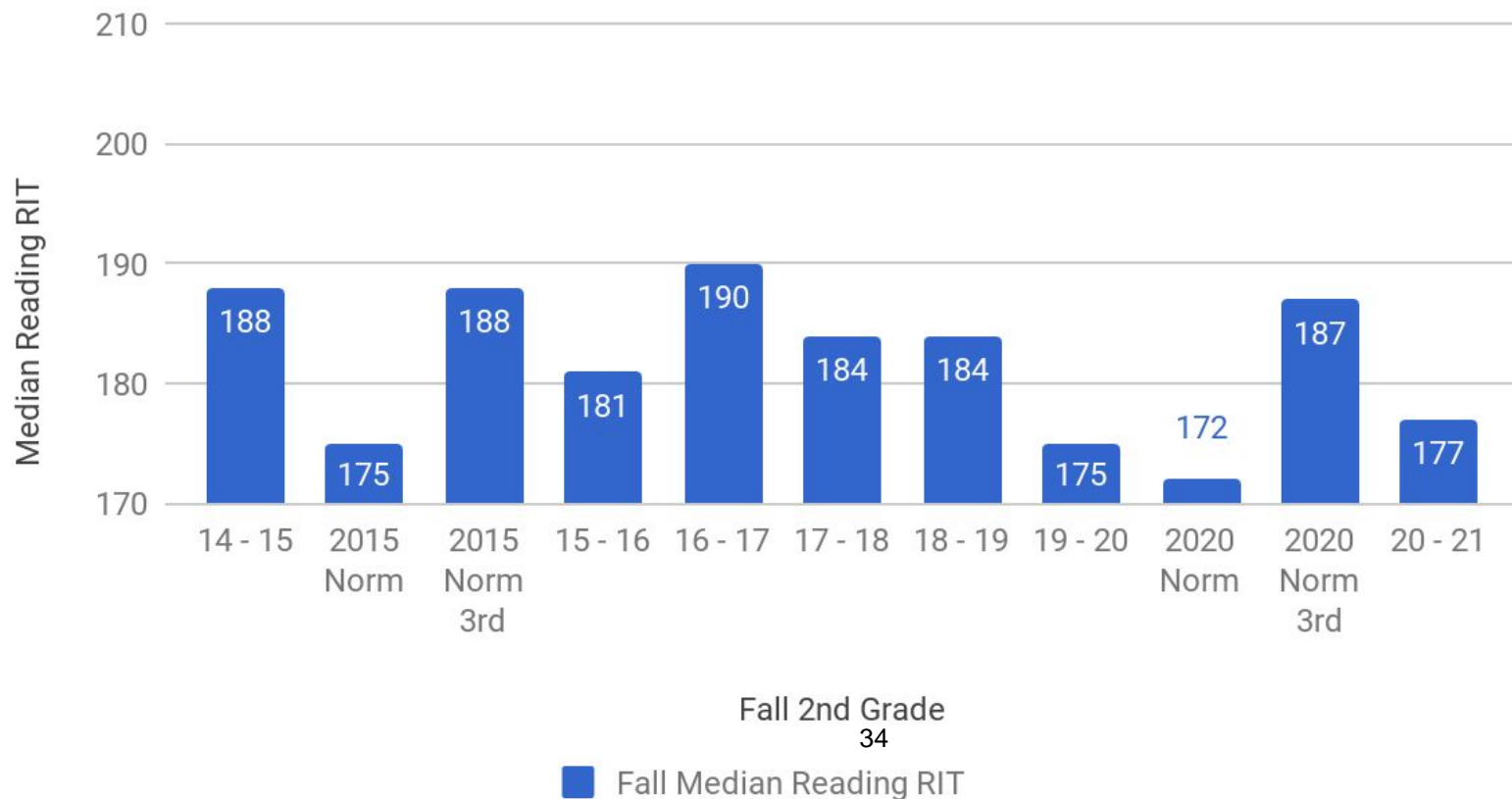
## Median Reading RIT vs. Fall Kindergarten



## Median Reading RIT vs. Fall 1st Grade



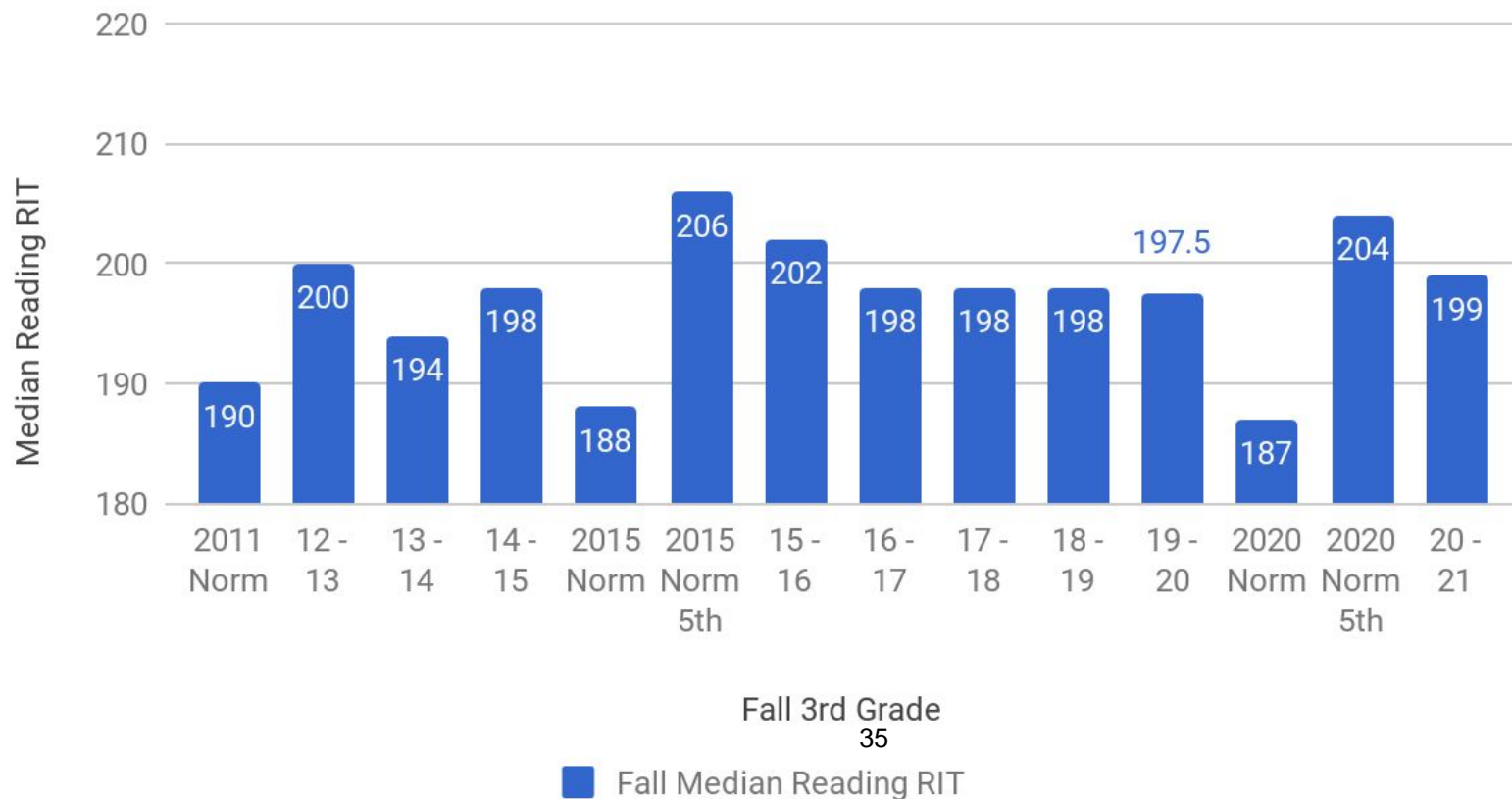
## Median Reading RIT vs. Fall 2nd Grade



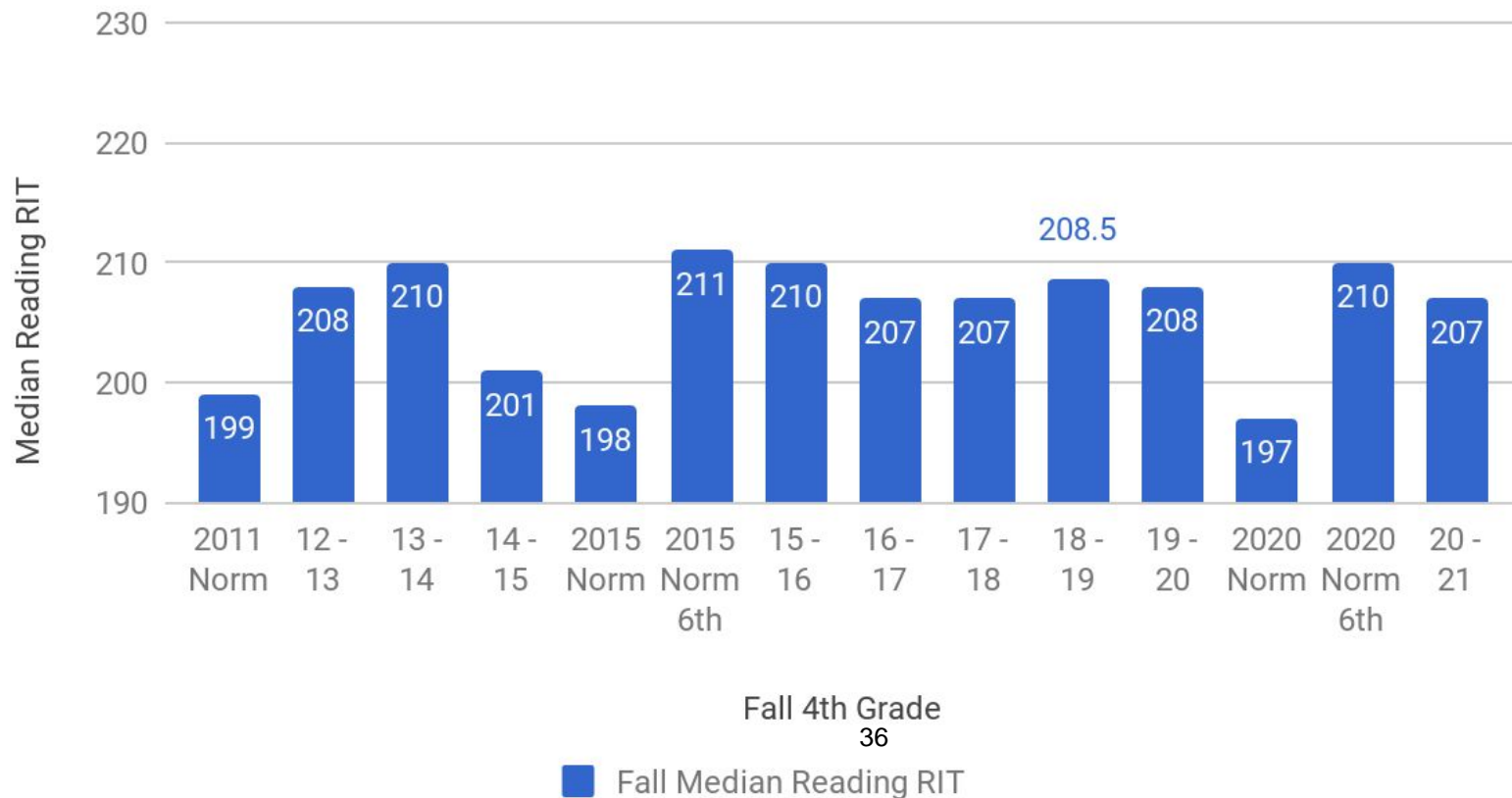
Fall 2nd Grade  
34

■ Fall Median Reading RIT

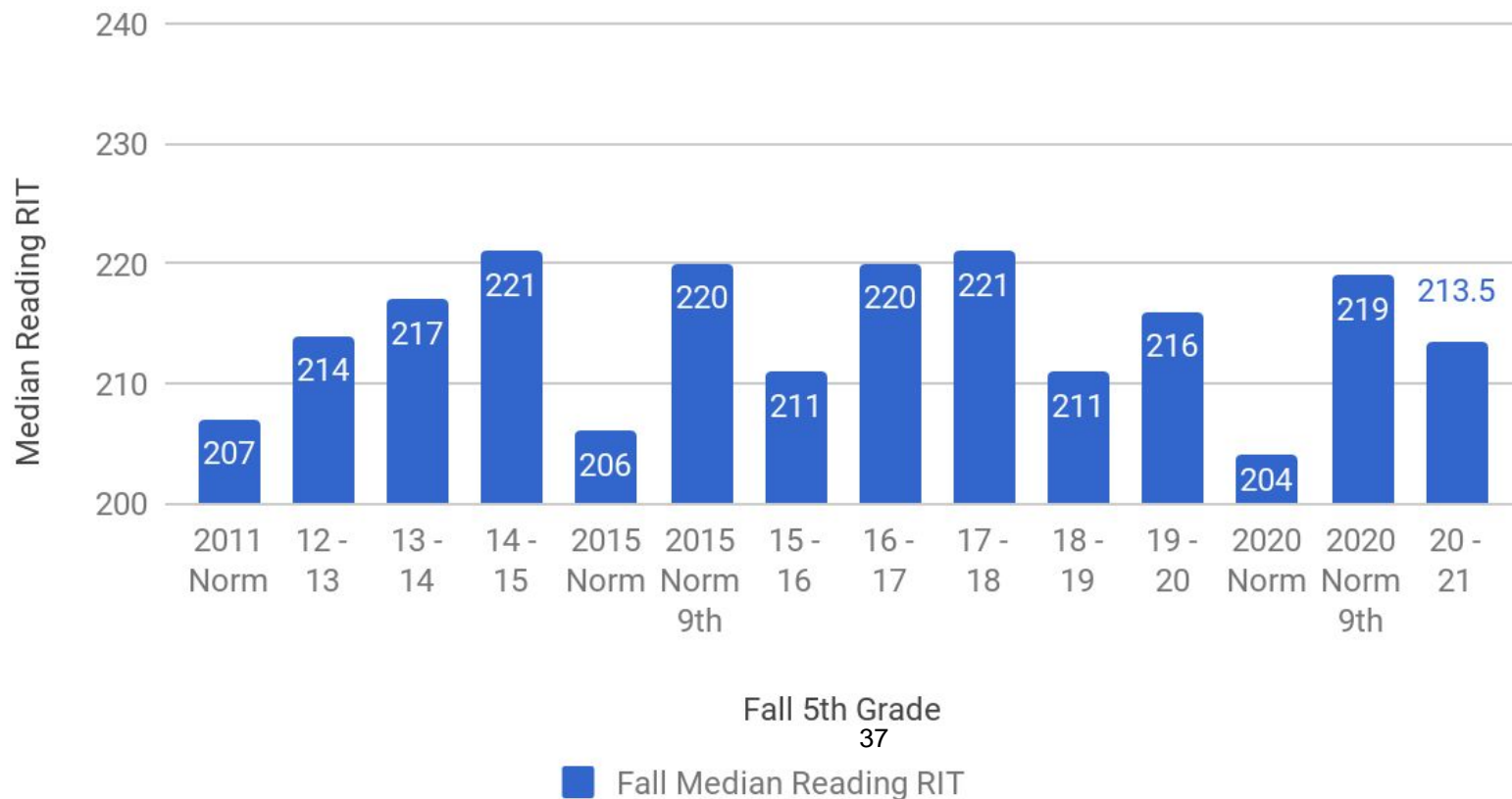
## Median Reading RIT vs. Fall 3rd Grade



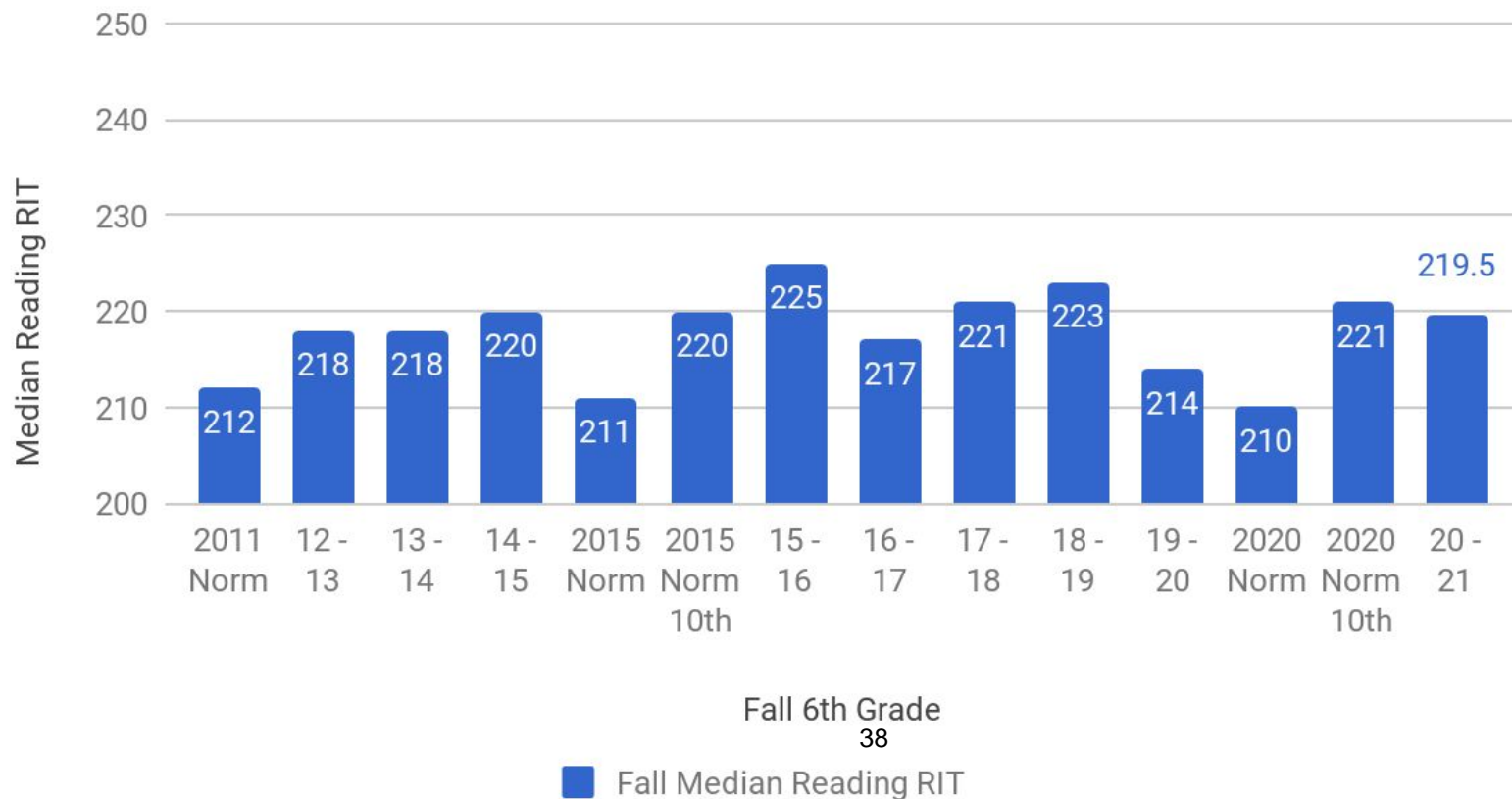
## Median Reading RIT vs. Fall 4th Grade



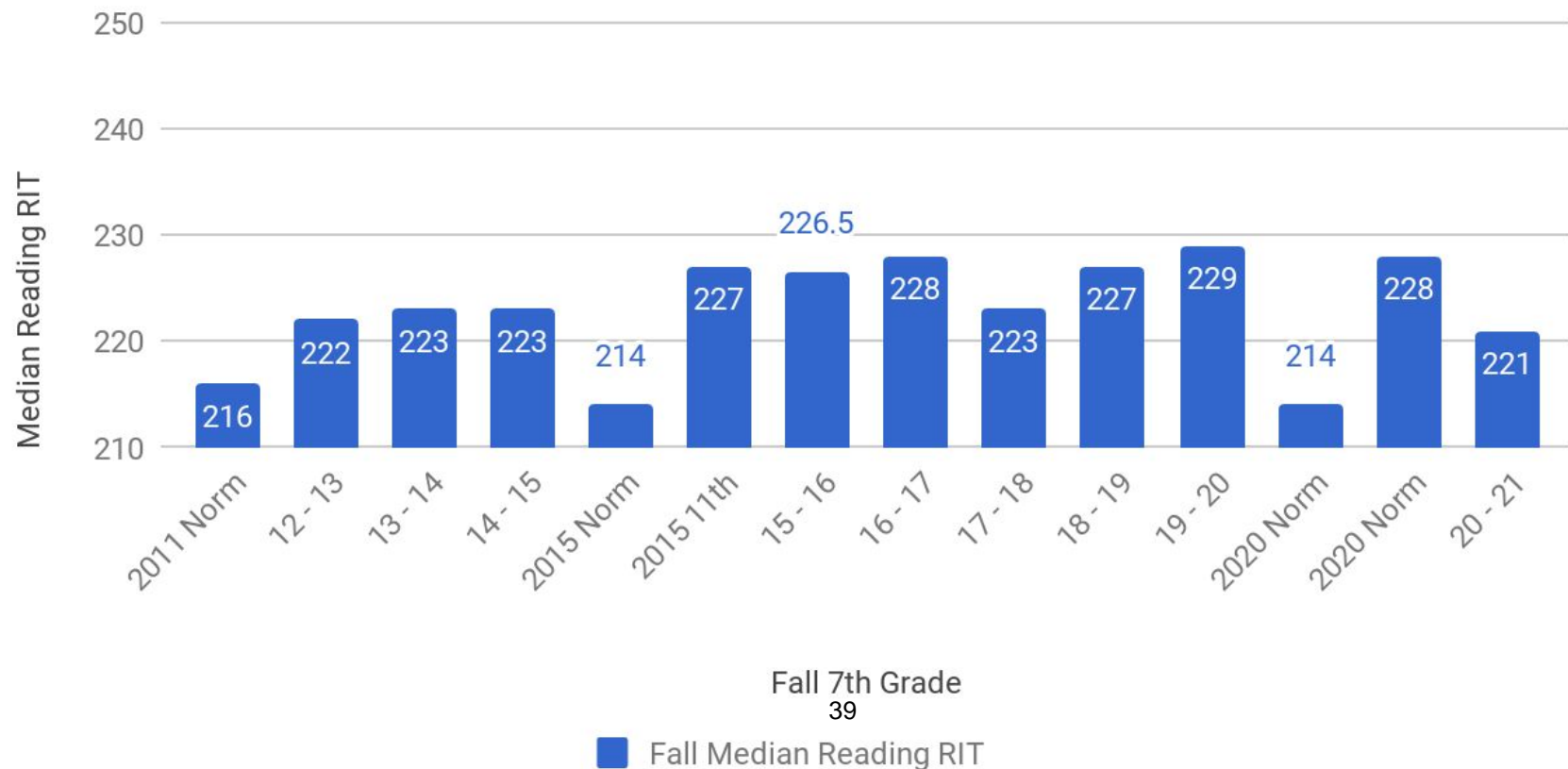
## Median Reading RIT vs. Fall 5th Grade



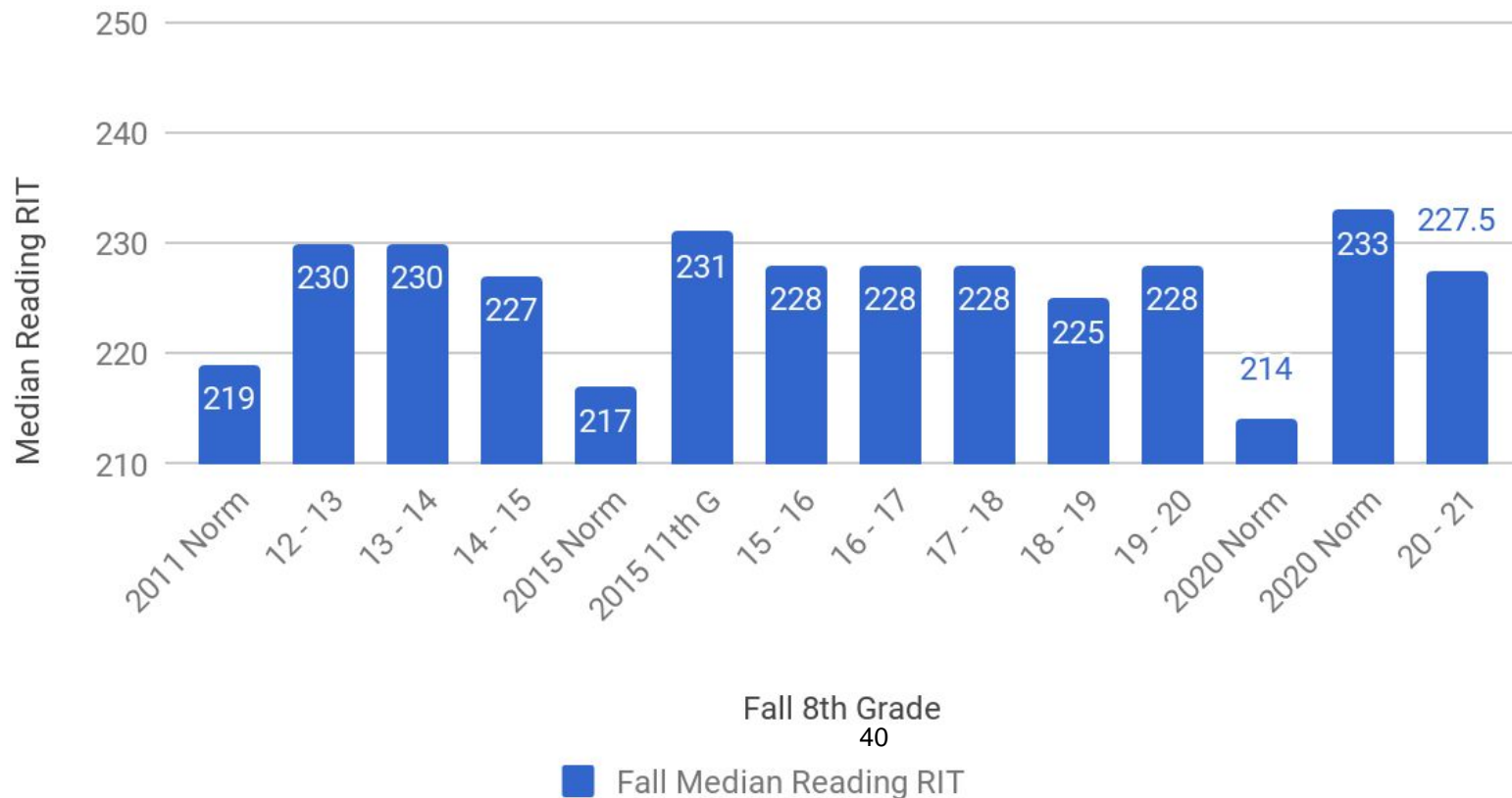
## Median Reading RIT vs. Fall 6th Grade



## Median Reading RIT vs. Fall 7th Grade

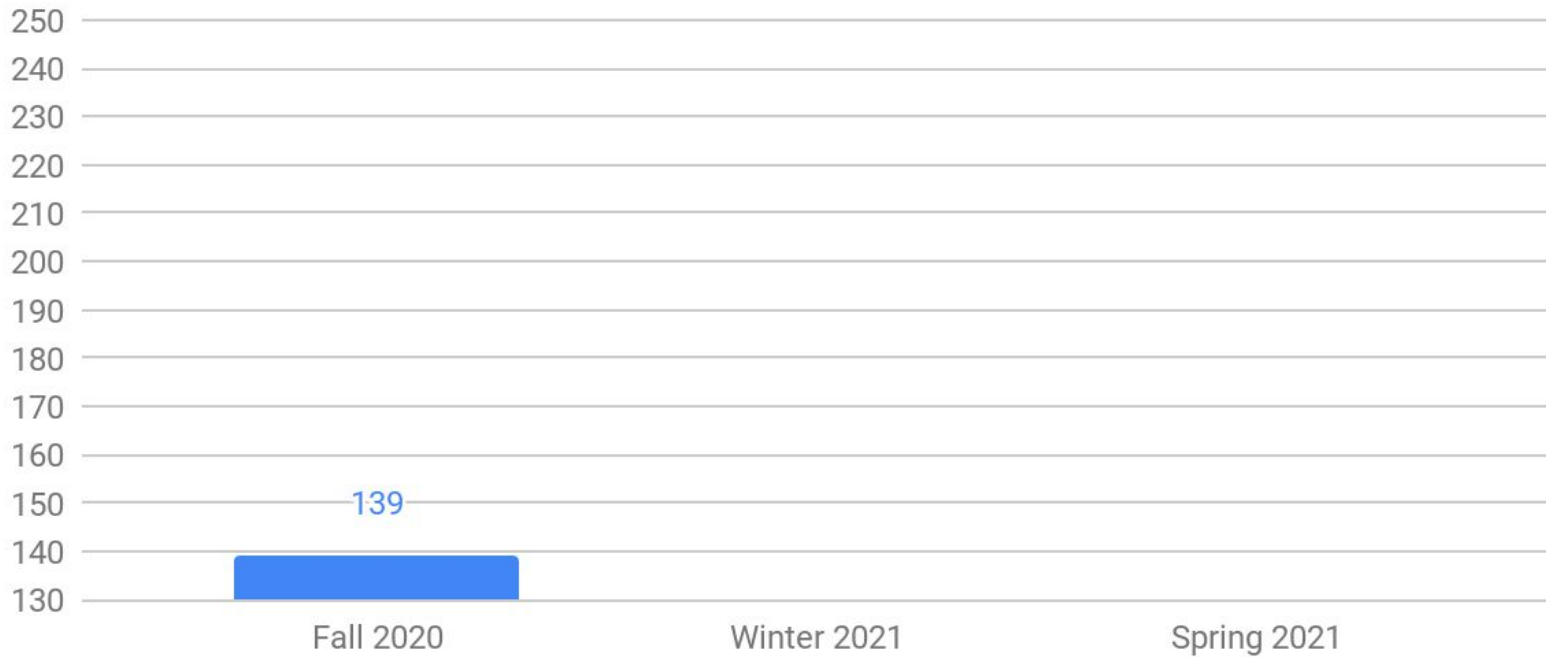


## Median Reading RIT vs. Fall 8th Grade



# MAP Reading Achievement By Cohort

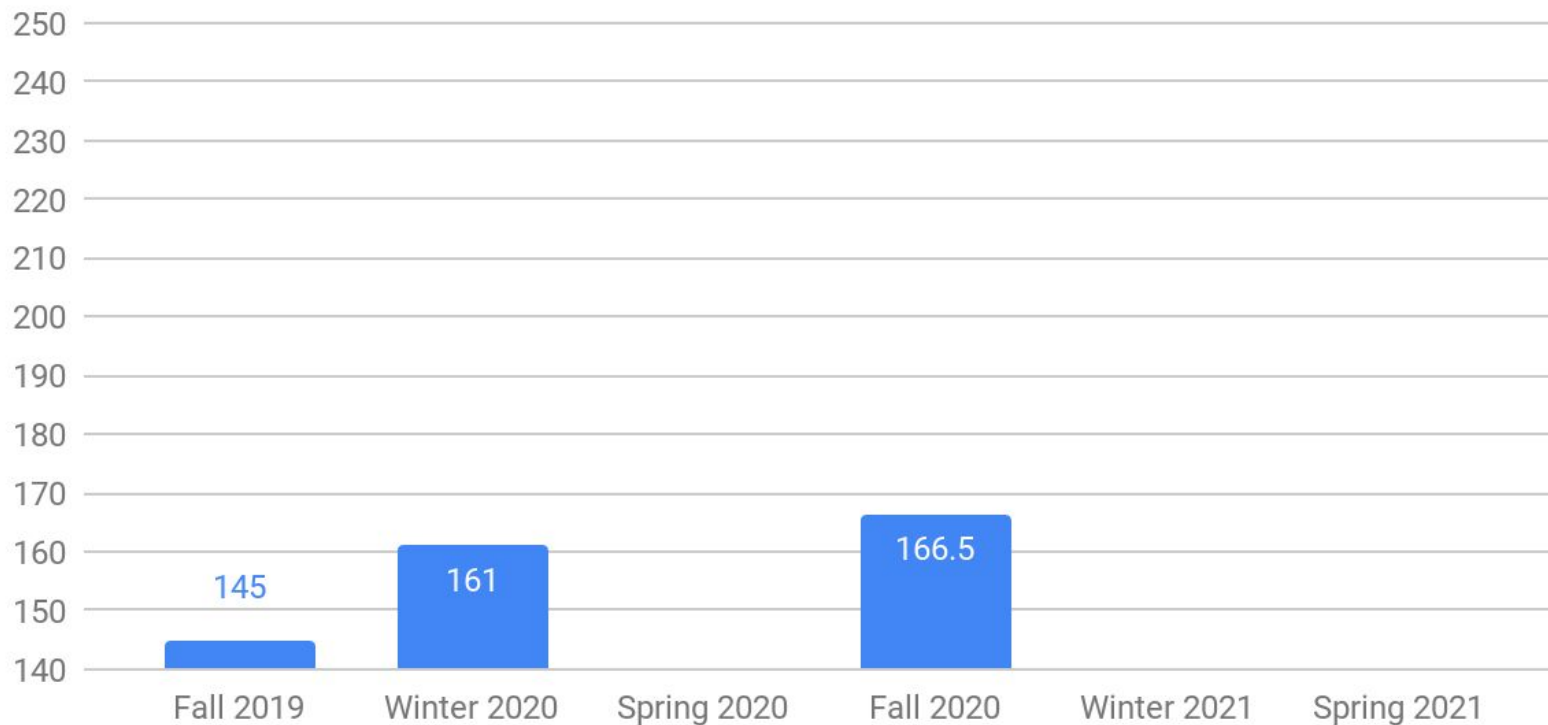
# Median Reading RIT



8th Grade Class of 2029 (Current Kindergarten)

42

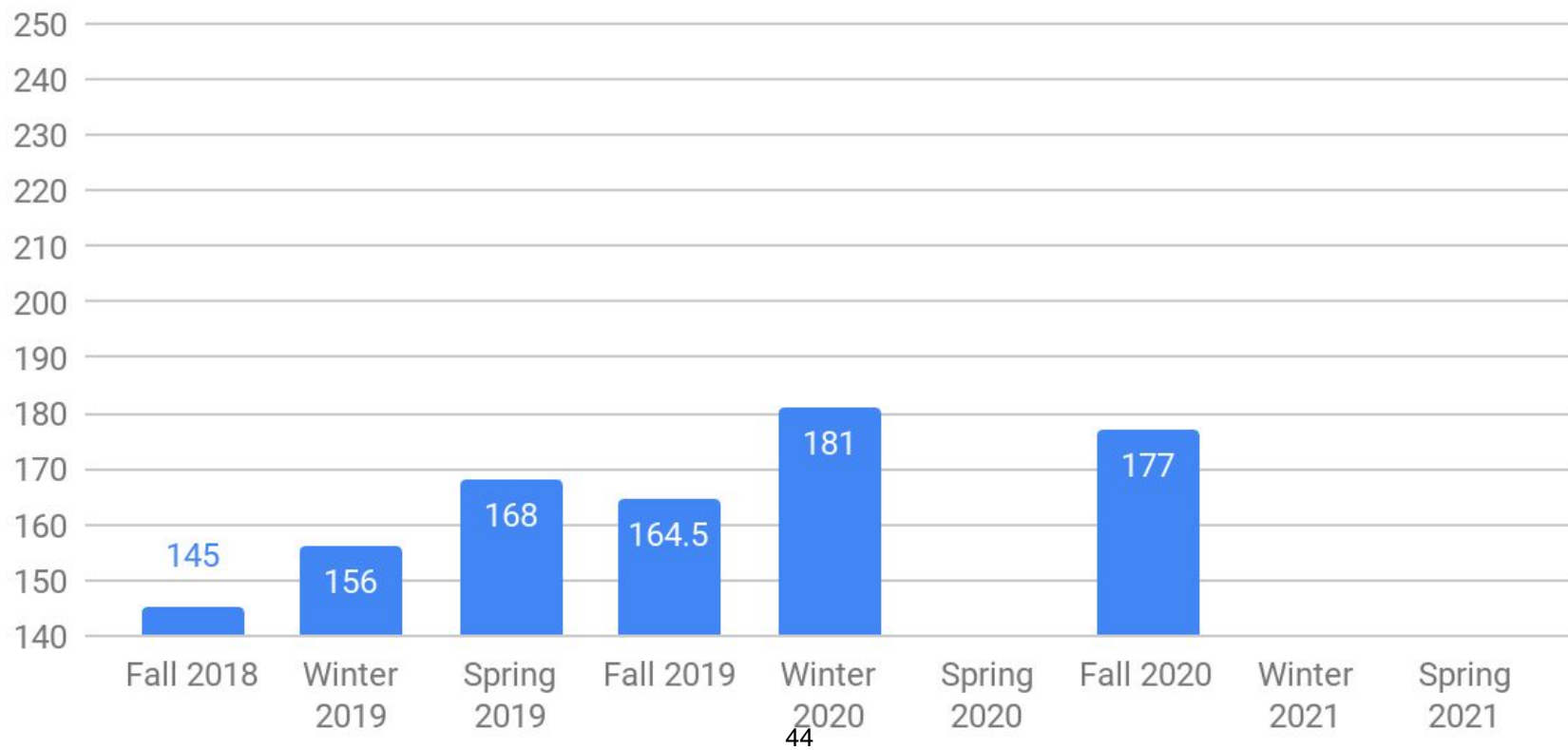
## Median Reading RIT



43

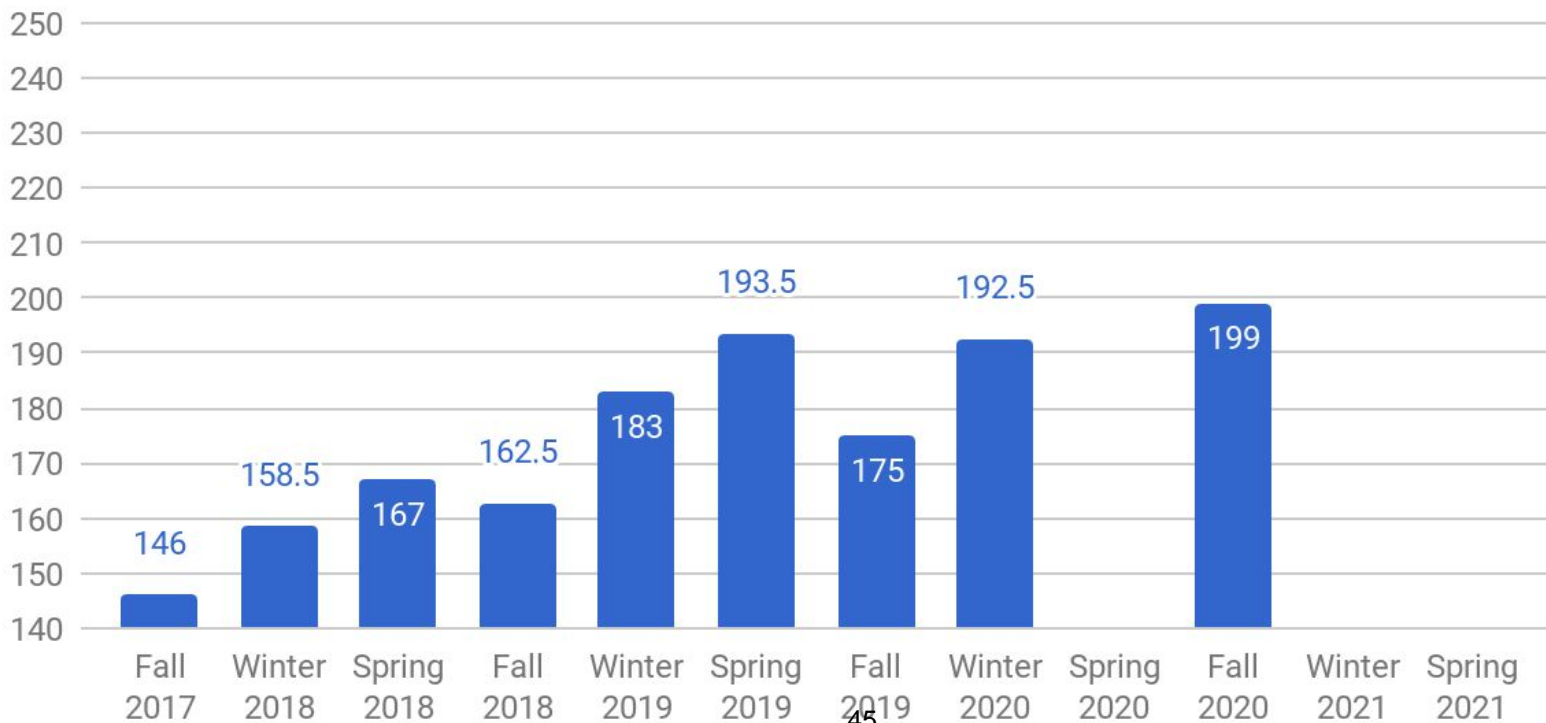
8th Grade Class of 2028 (Current 1st Grade)

# Median Reading RIT



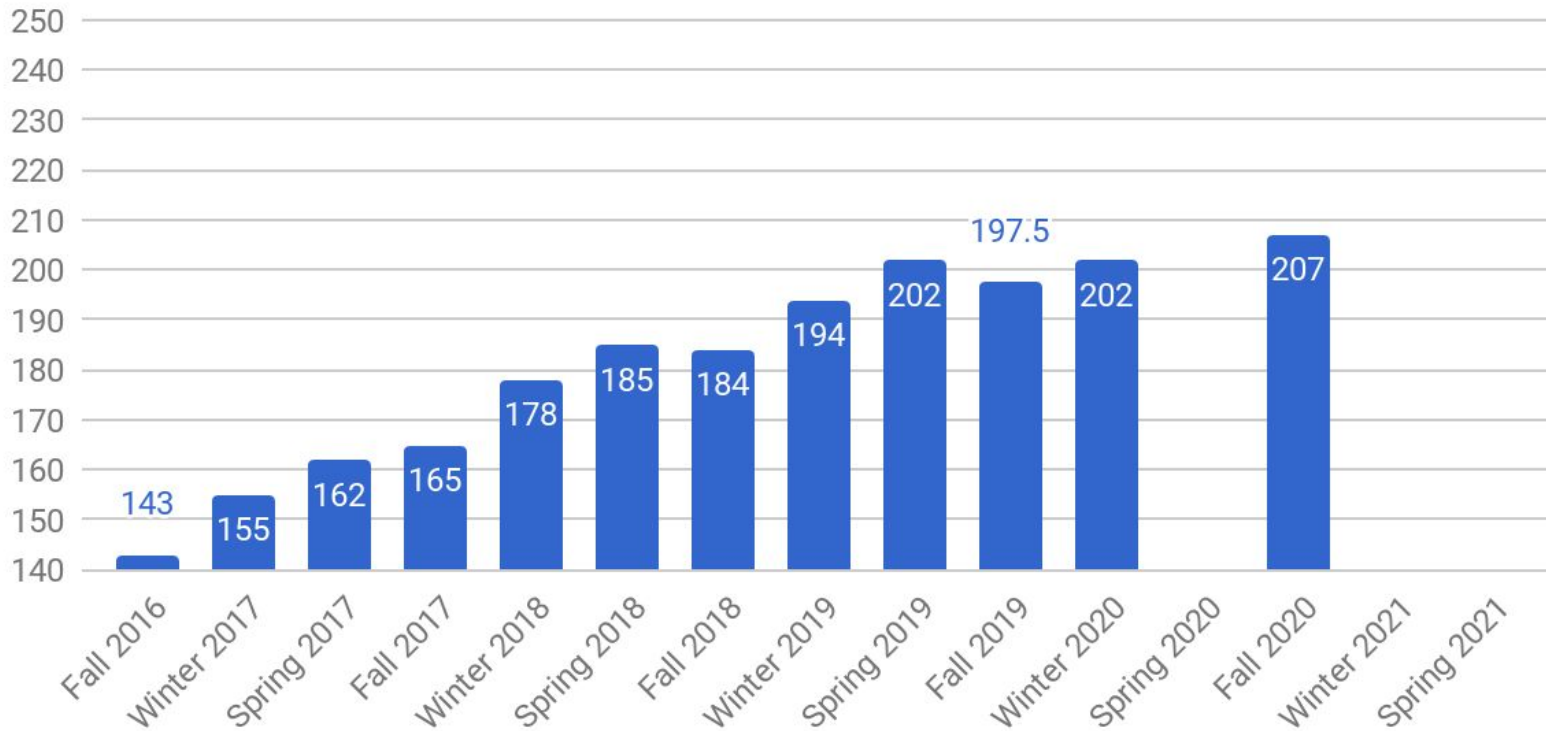
8th Grade Class of 2027 (Current 2nd Grade)

## Median Reading RIT



8th Grade Class of 2026 (Current 3rd Grade)

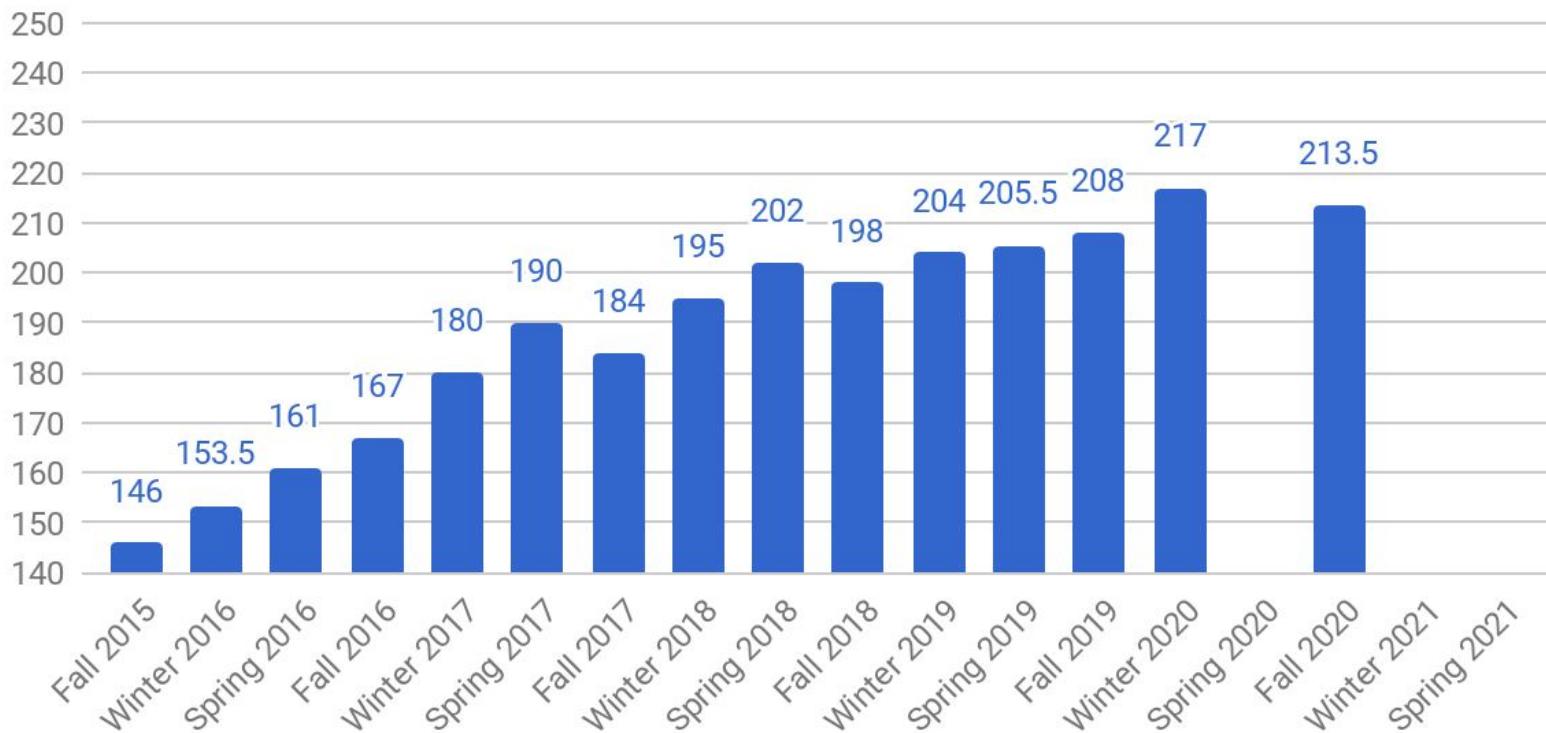
# Median Reading RIT



46

8th Grade Class of 2025 (Current 4th Grade)

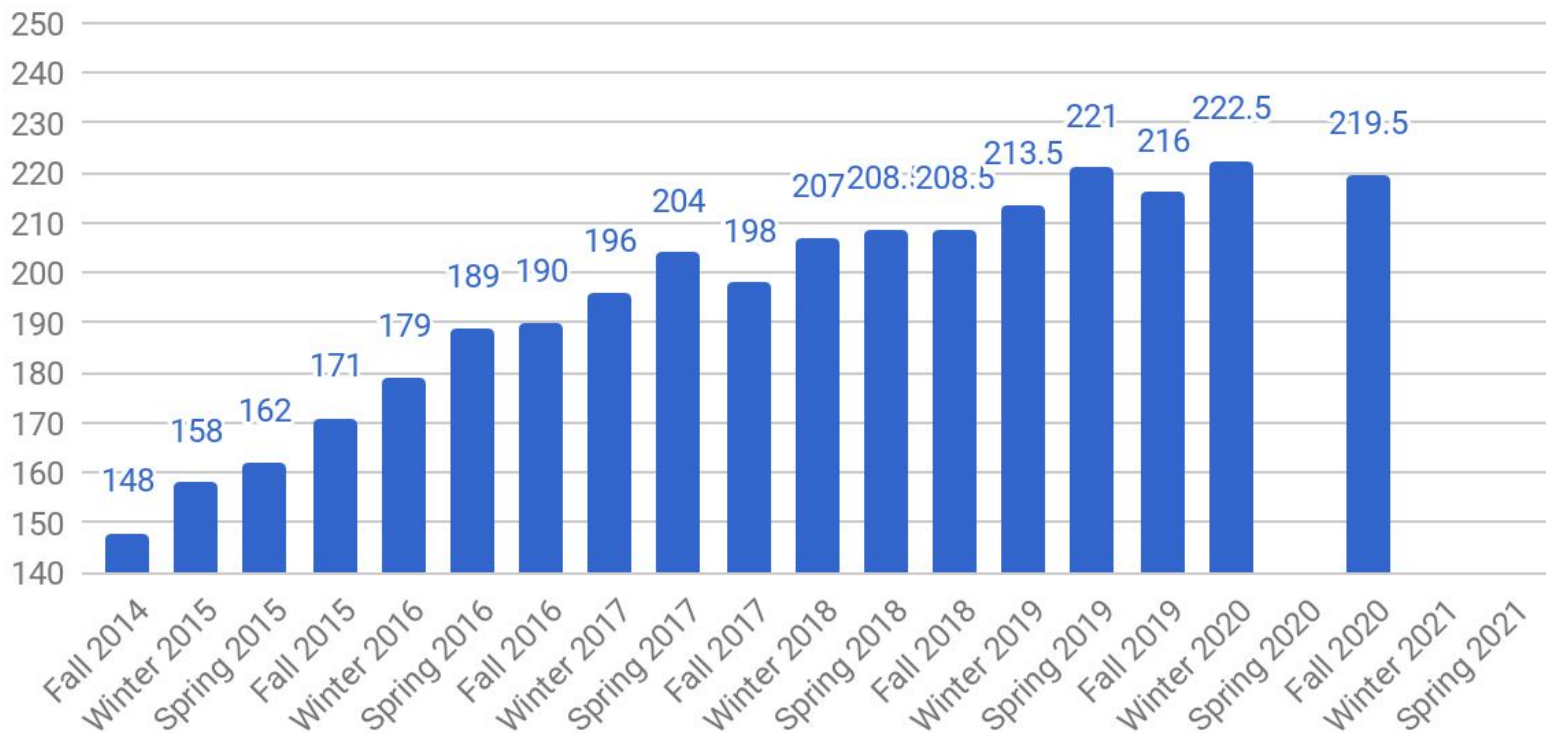
# Median Reading RIT



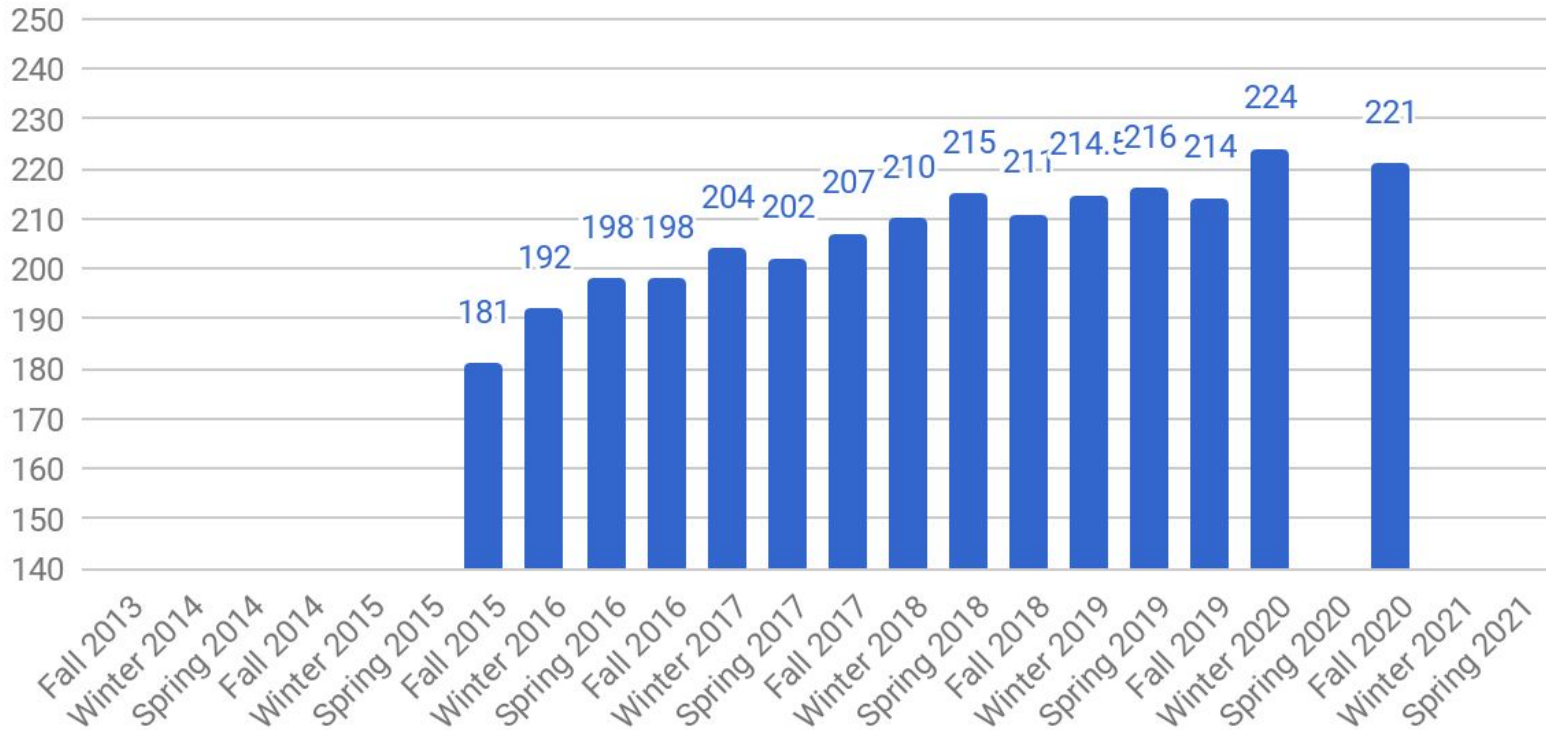
47

8th Grade Class of 2024 (Current 5th Grade)

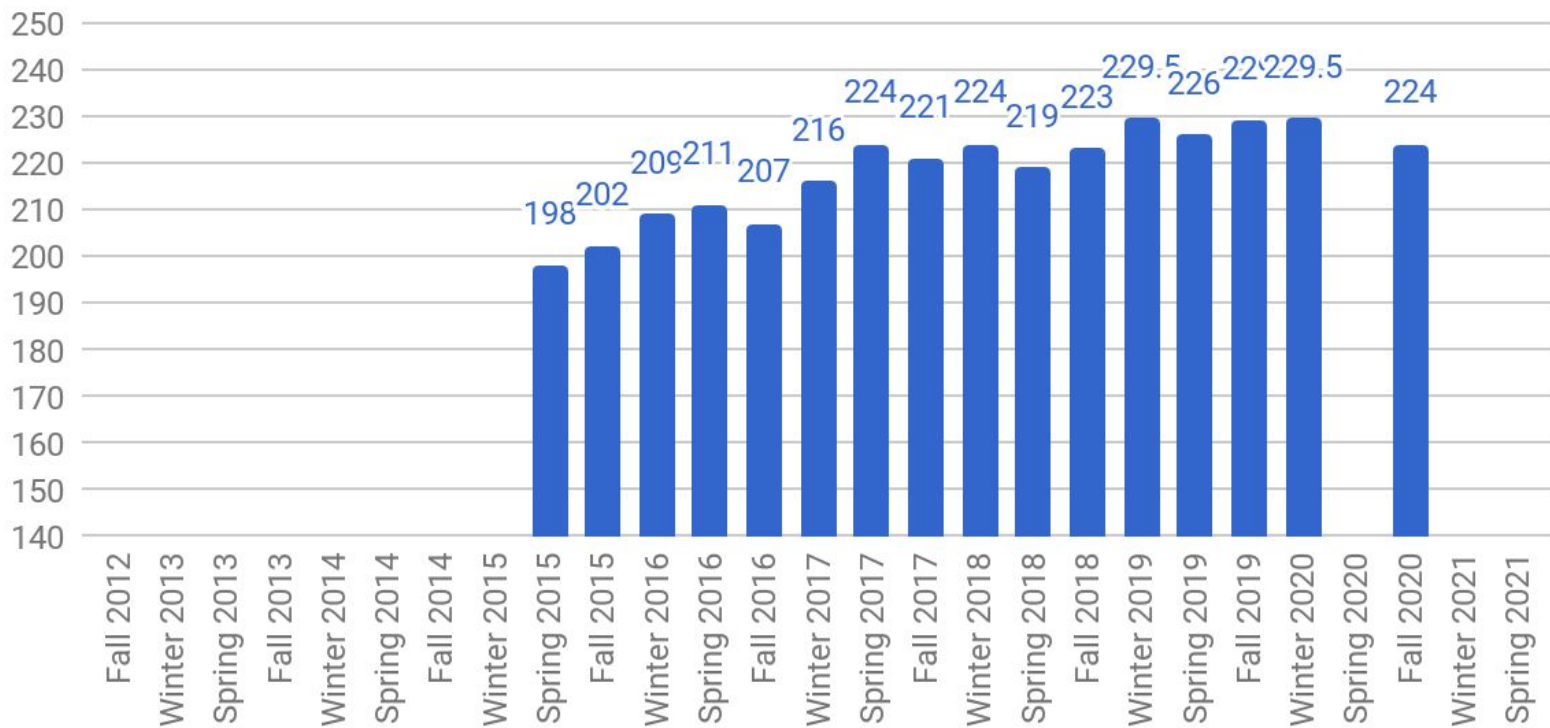
# Median Reading RIT



# Median Reading RIT



# Median Reading RIT

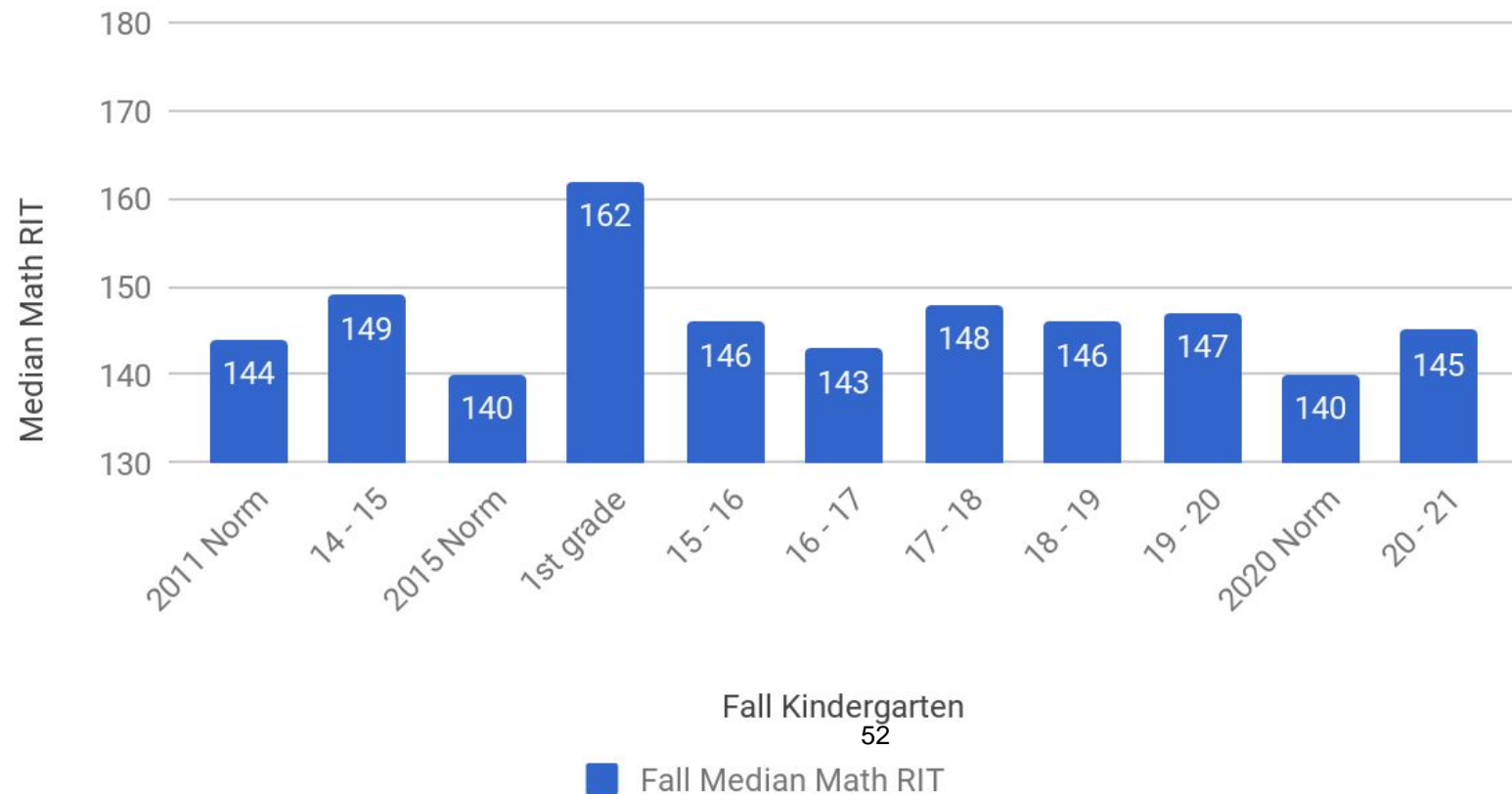


50

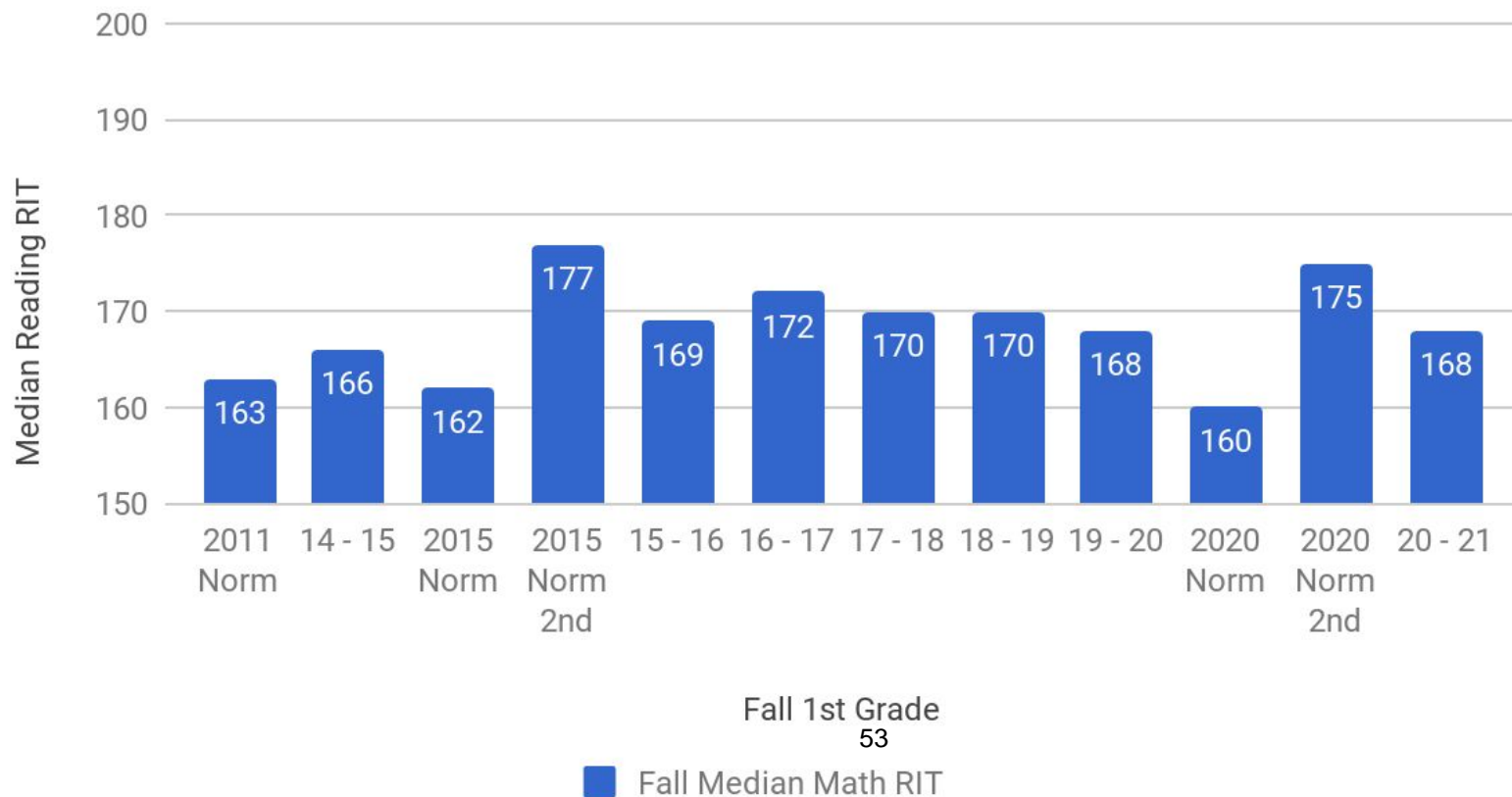
8th Grade Class of 2021 (Current 8th Grade)

# MAP Math Achievement By Grade Level

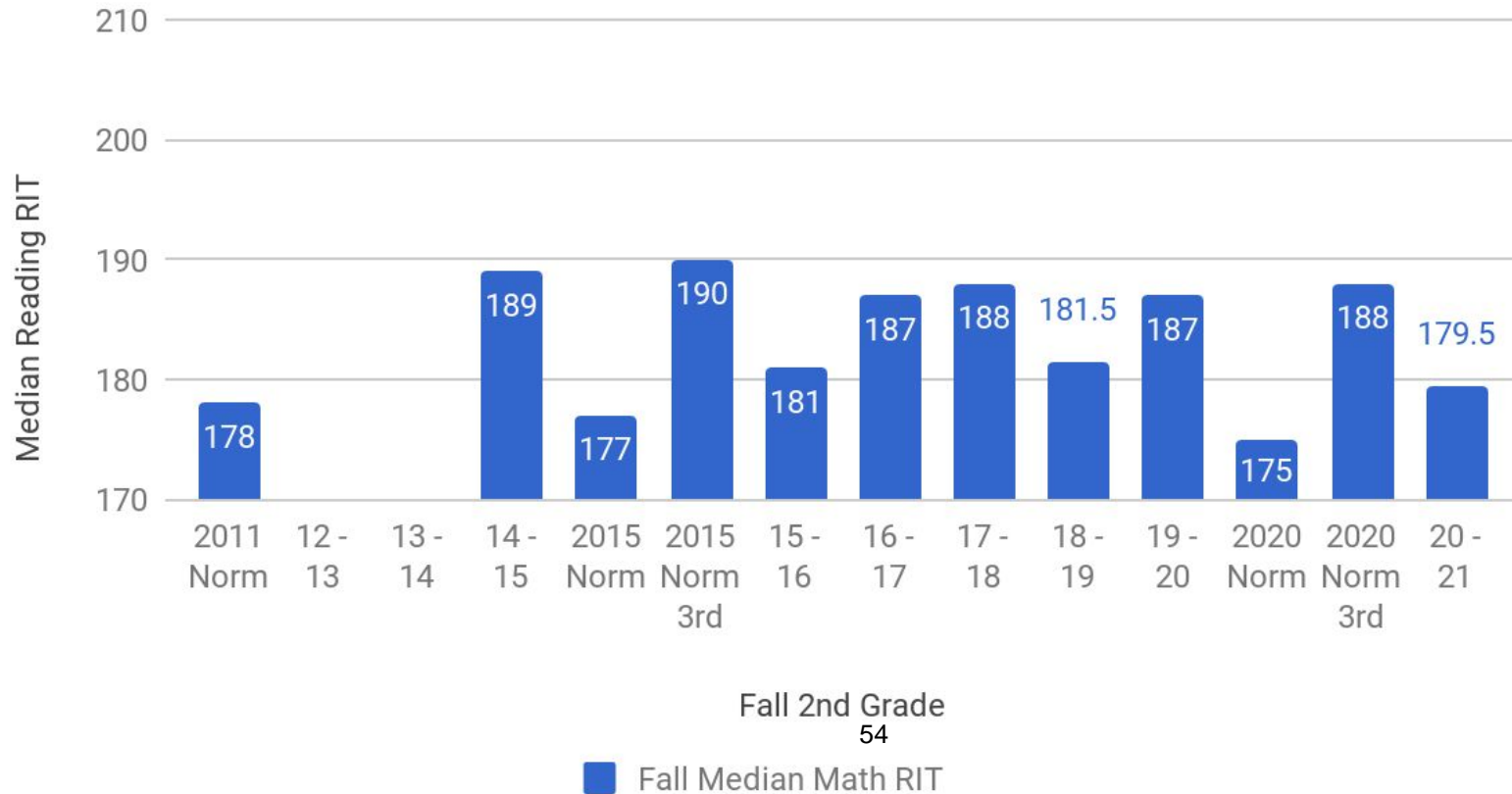
## Median Math RIT vs. Fall Kindergarten



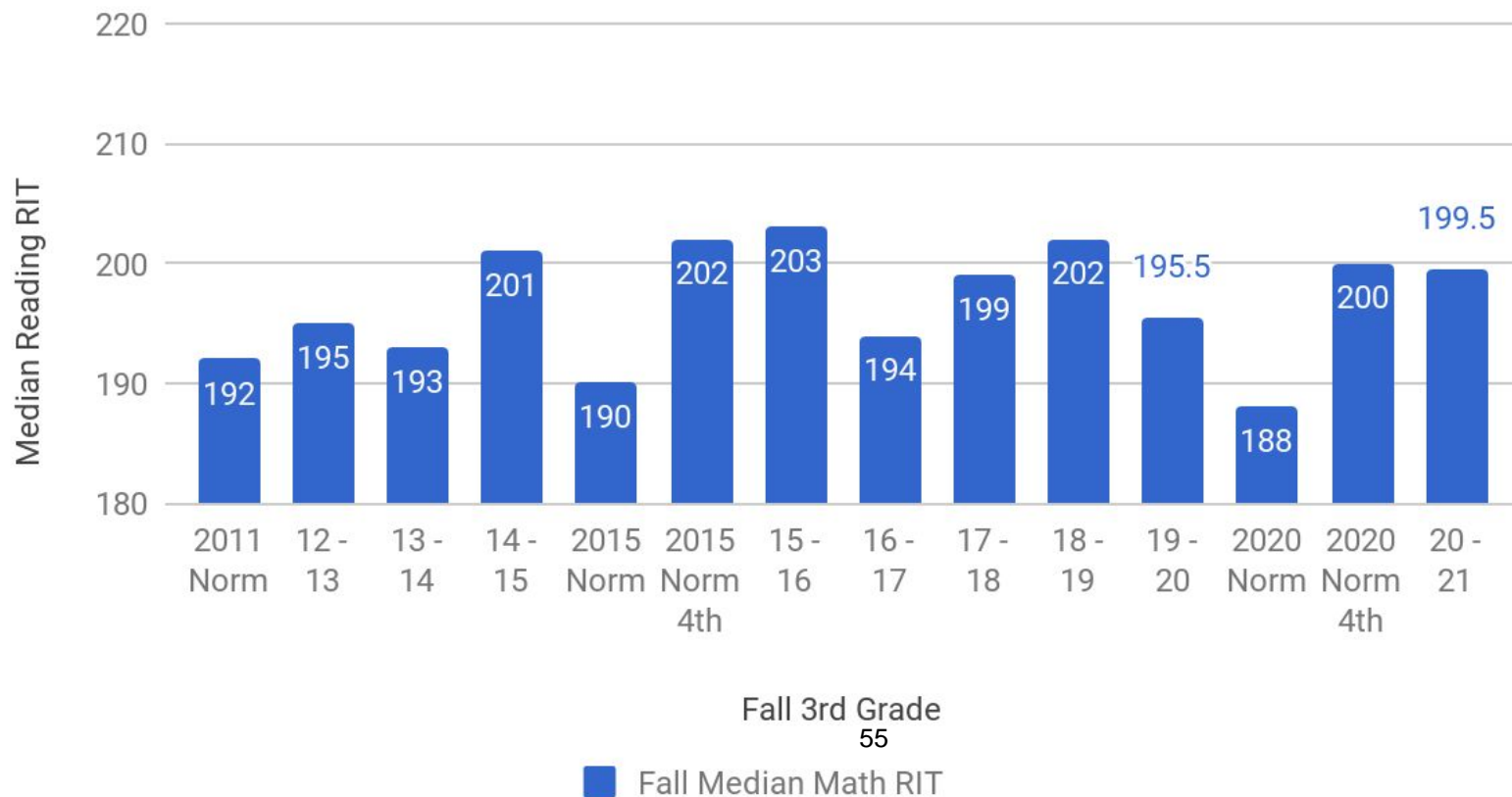
## Median Math RIT vs. Fall 1st Grade



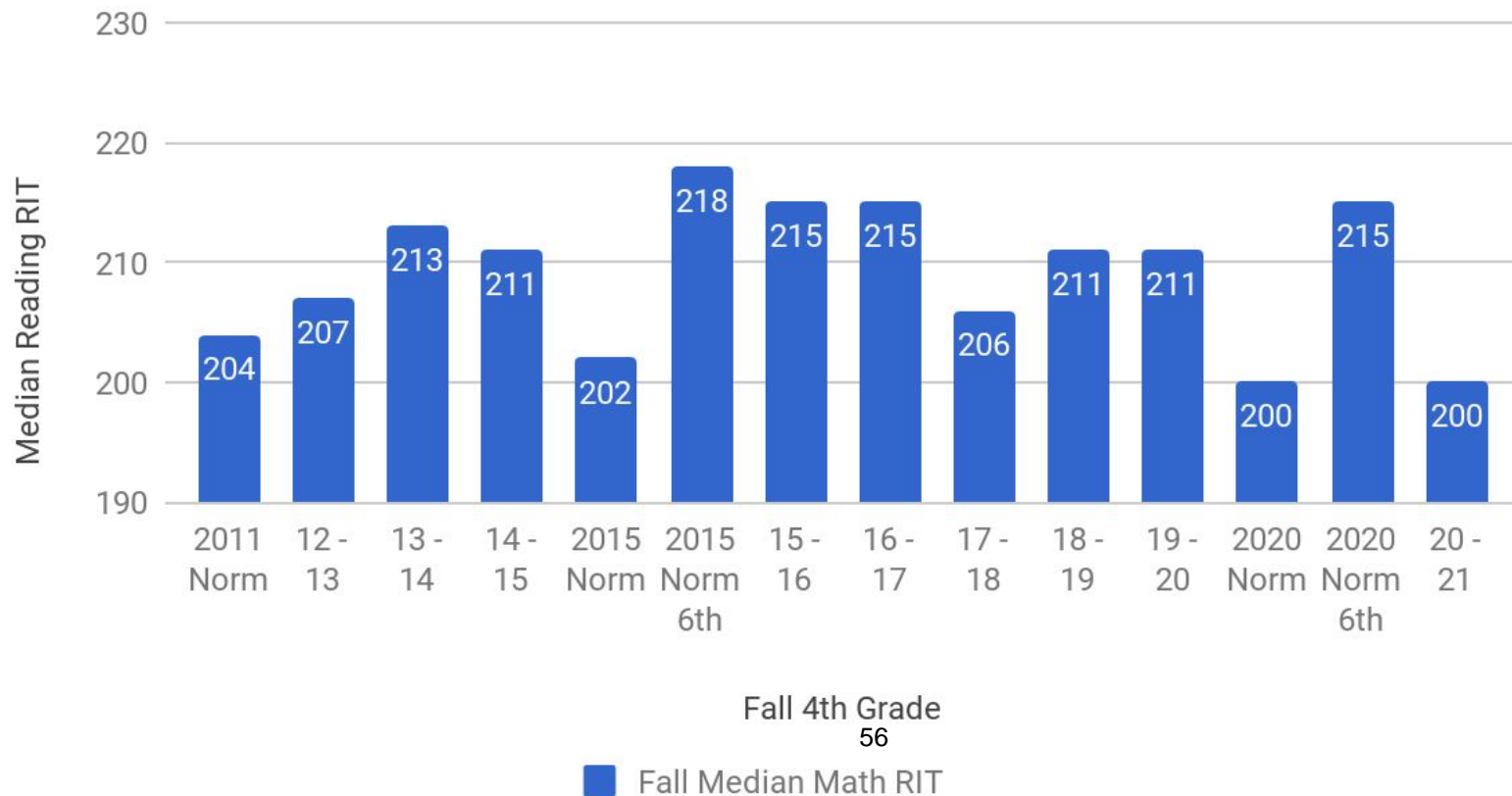
# Median Math RIT vs. Fall 2nd Grade



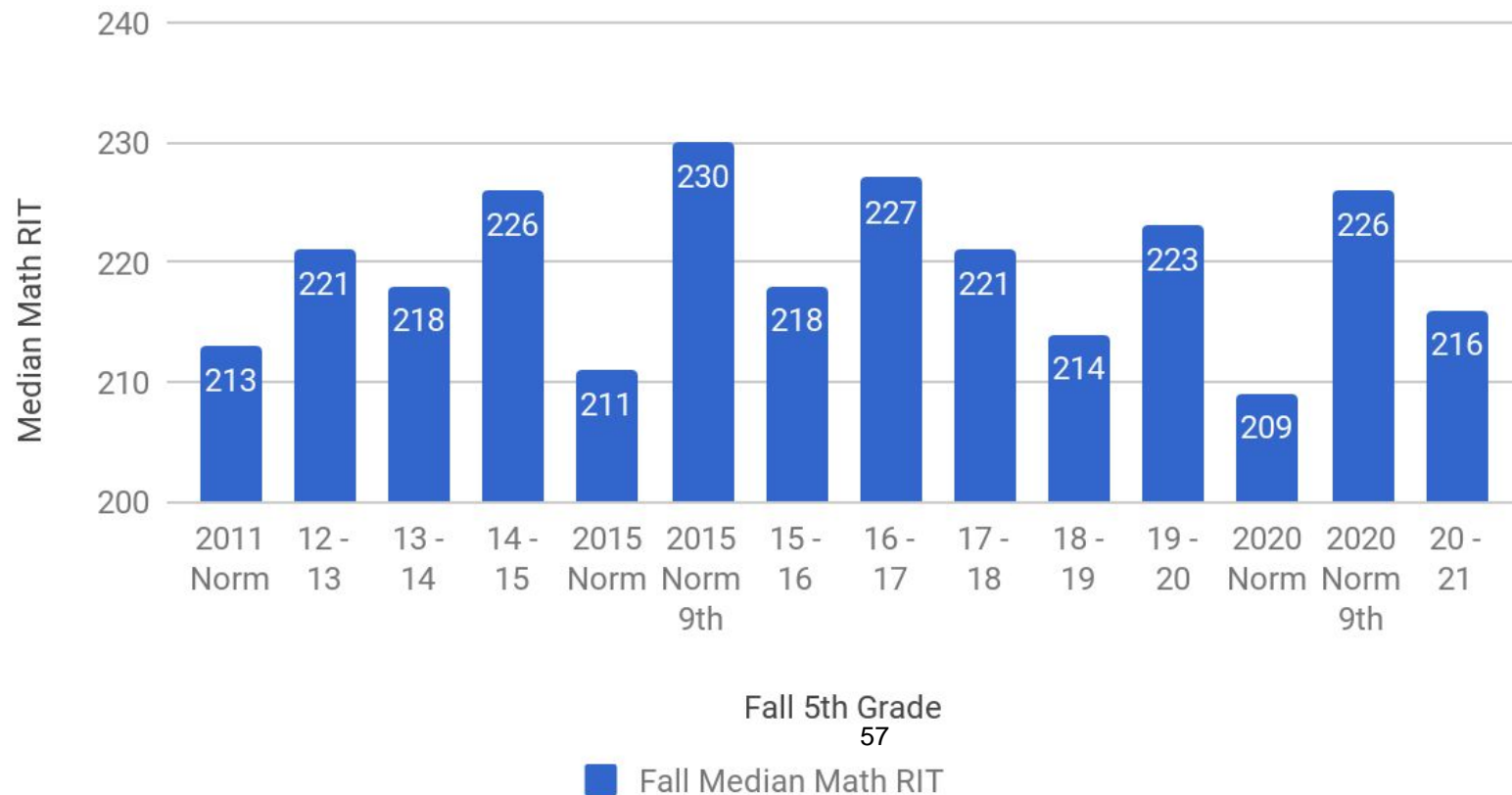
## Median Math RIT vs. Fall 3rd Grade



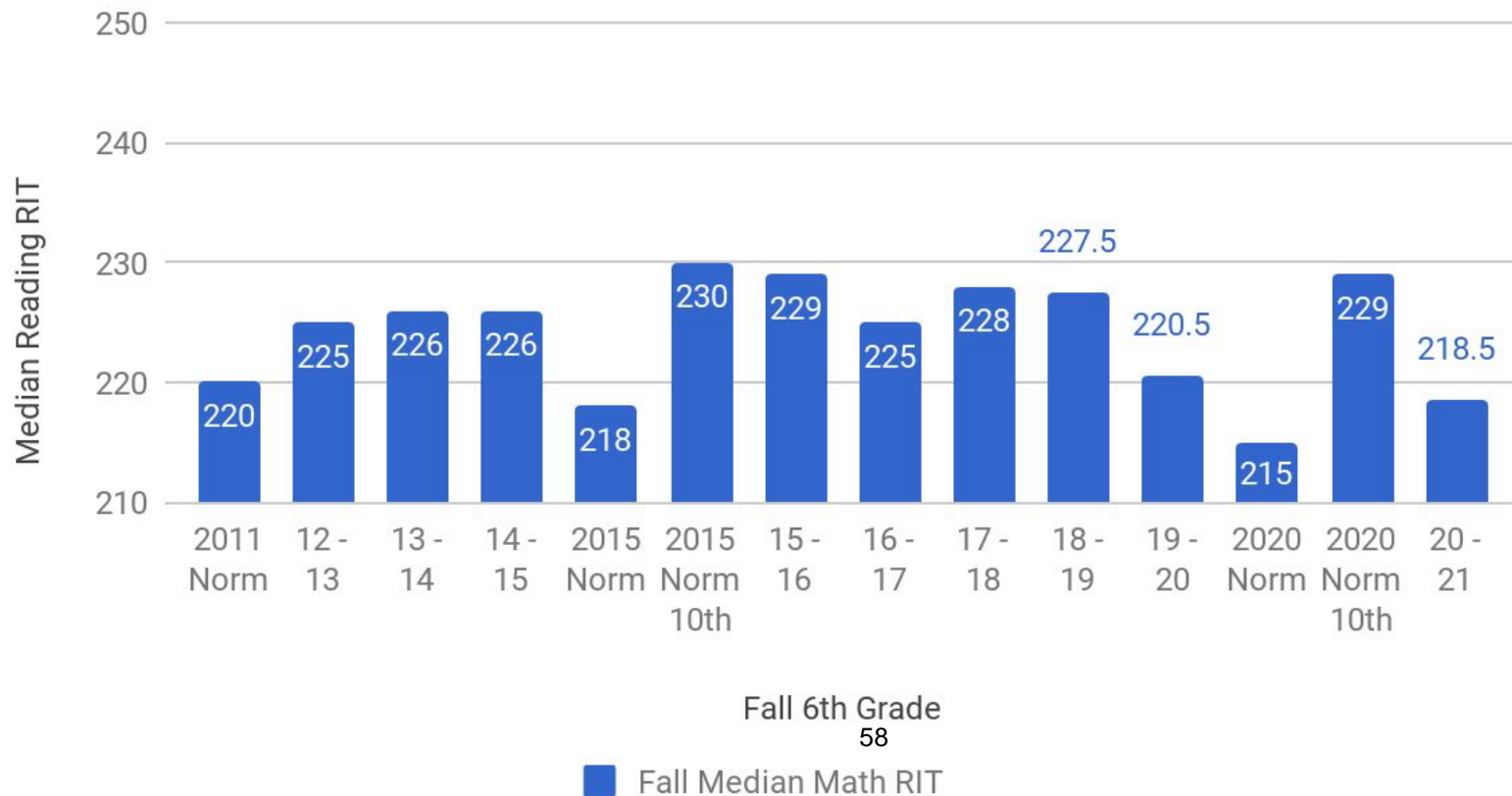
## Median Math RIT vs. Fall 4th Grade



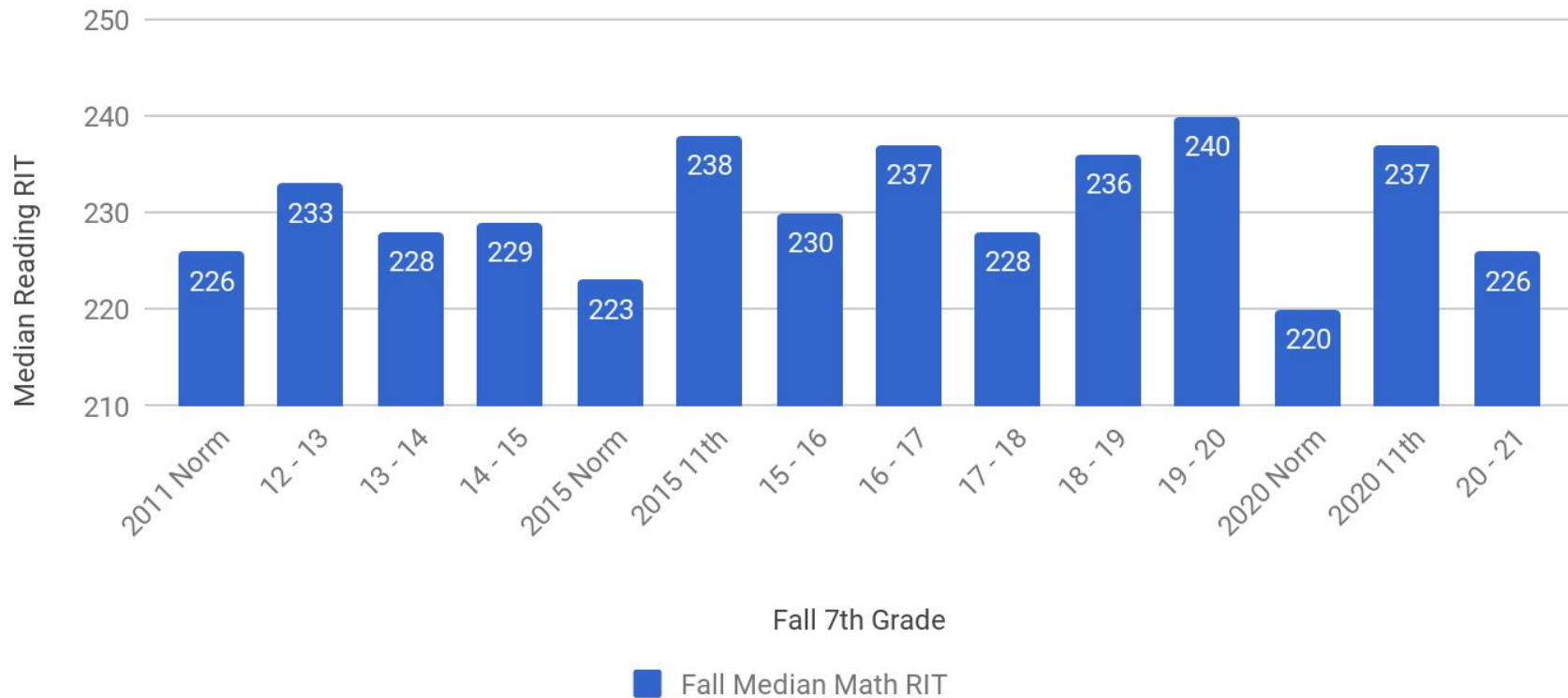
## Median Math RIT vs. Fall 5th Grade



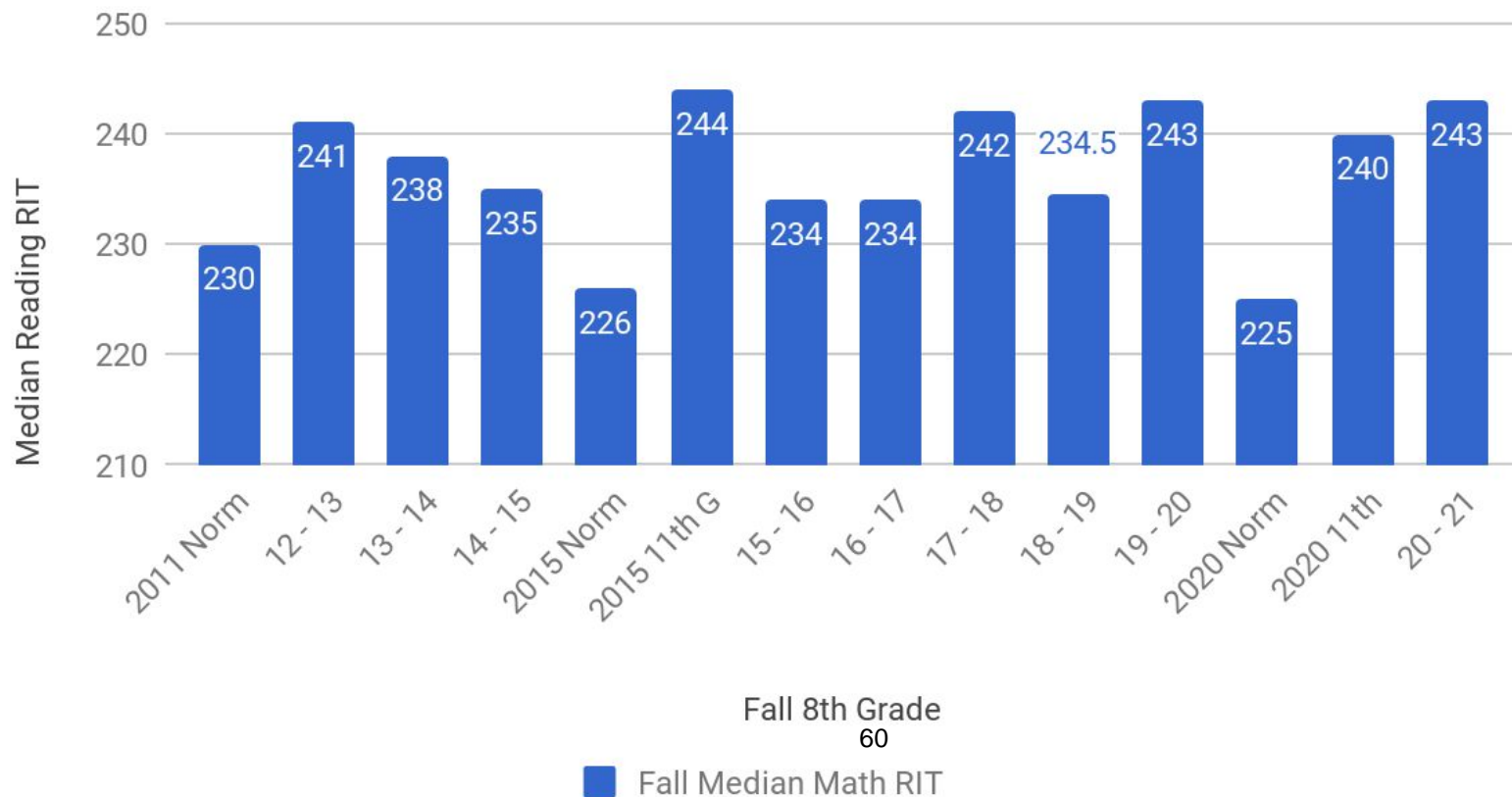
## Median Math RIT vs. Fall 6th Grade



## Median Math RIT vs. Fall 7th Grade

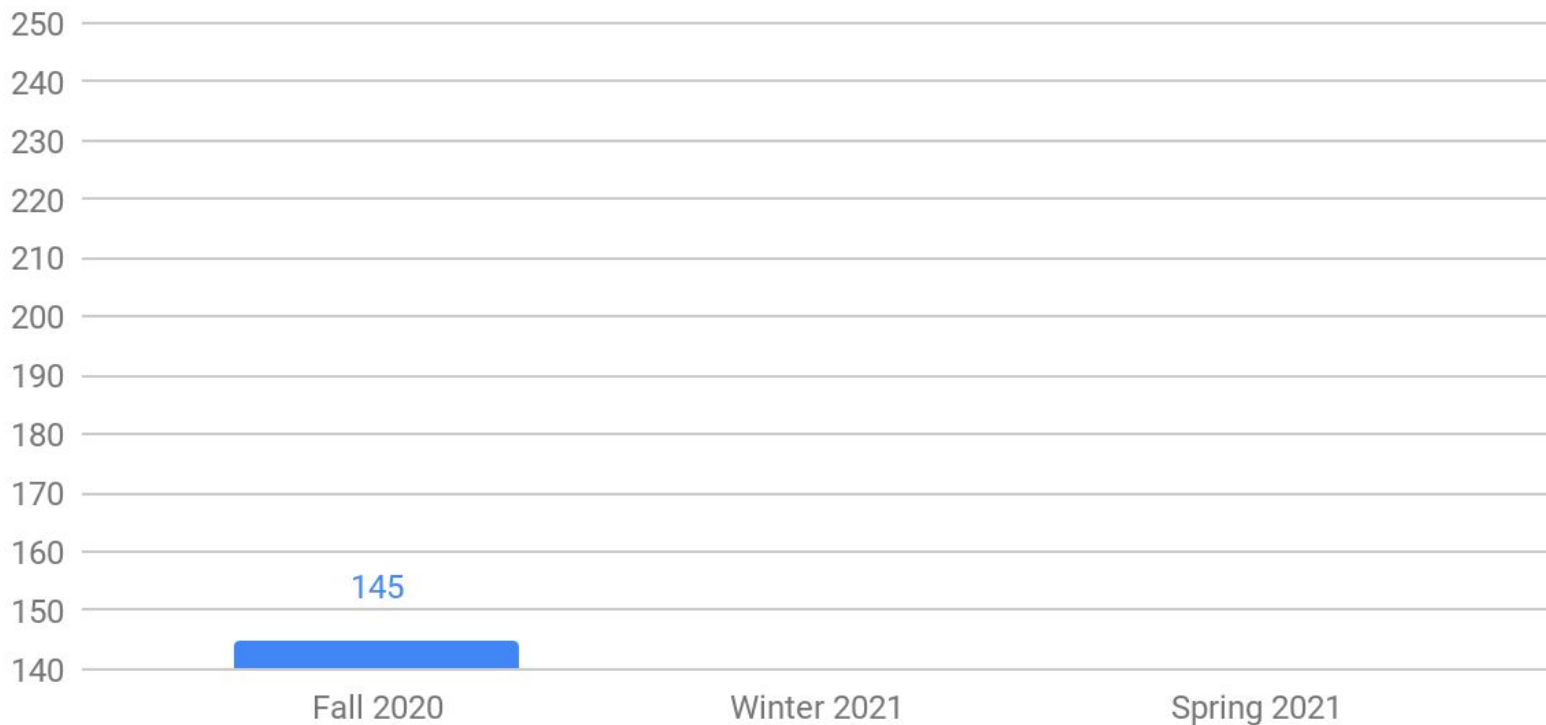


## Median Math RIT vs. Fall 8th Grade

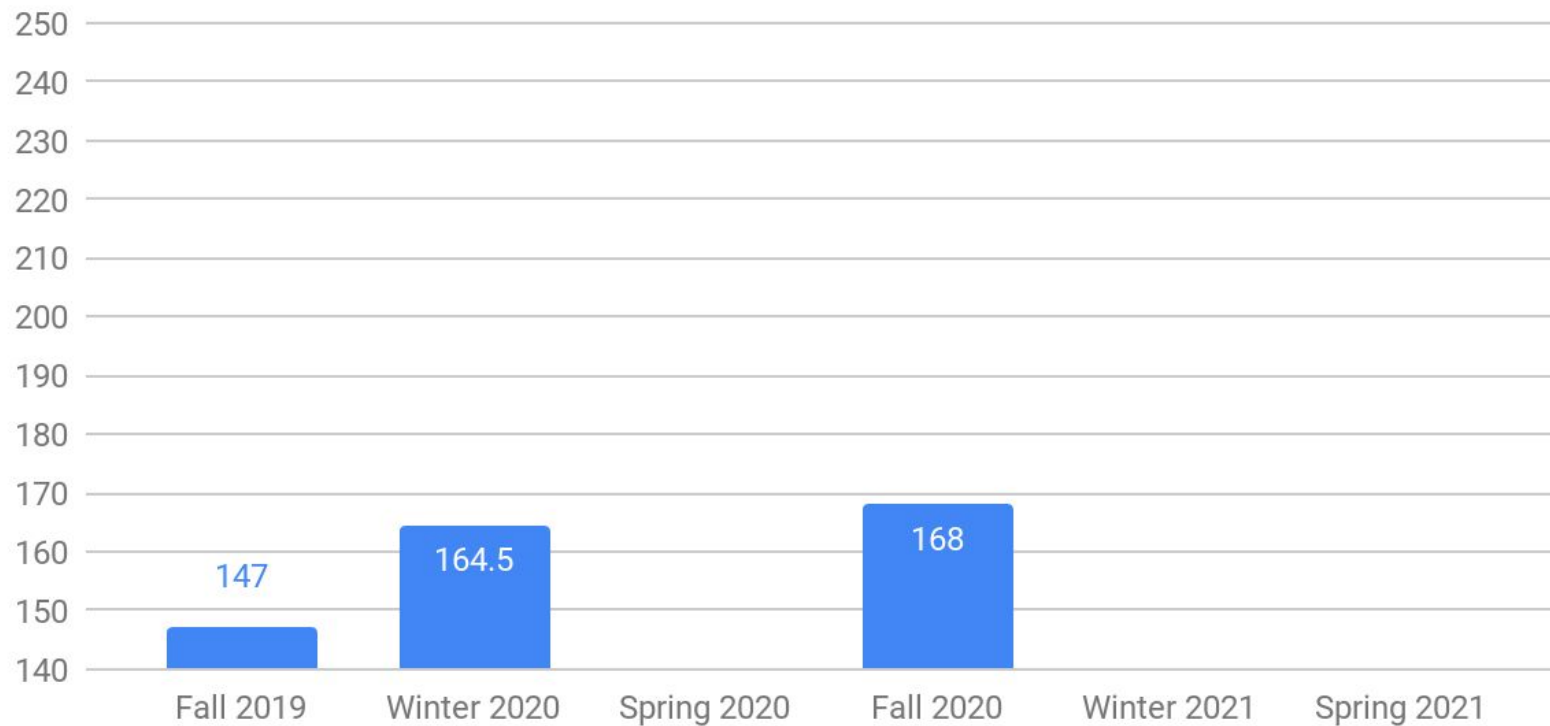


# MAP Math Achievement By Cohort

# Median Math RIT



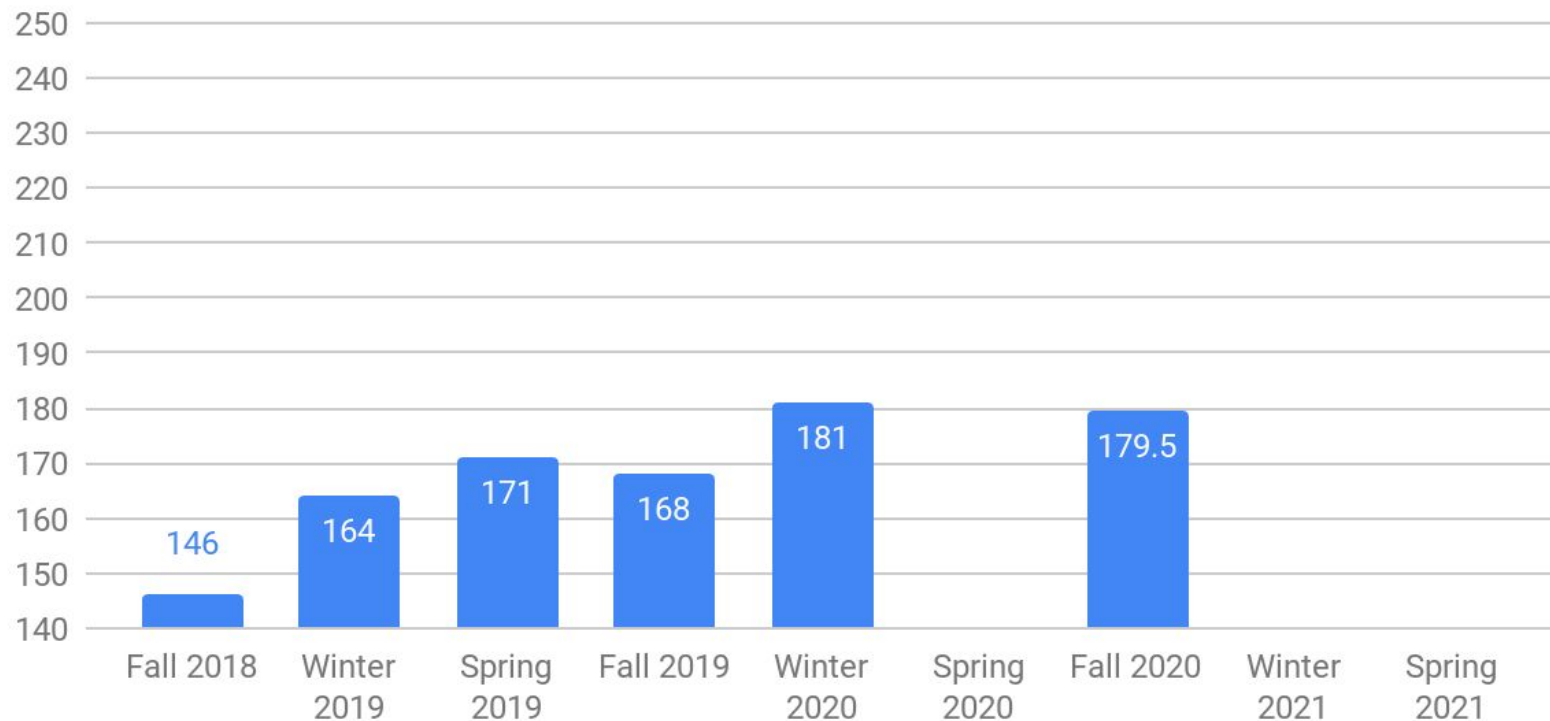
## Median Math Rit



63

8th Grade Class of 2028 (Current 1st Grade)

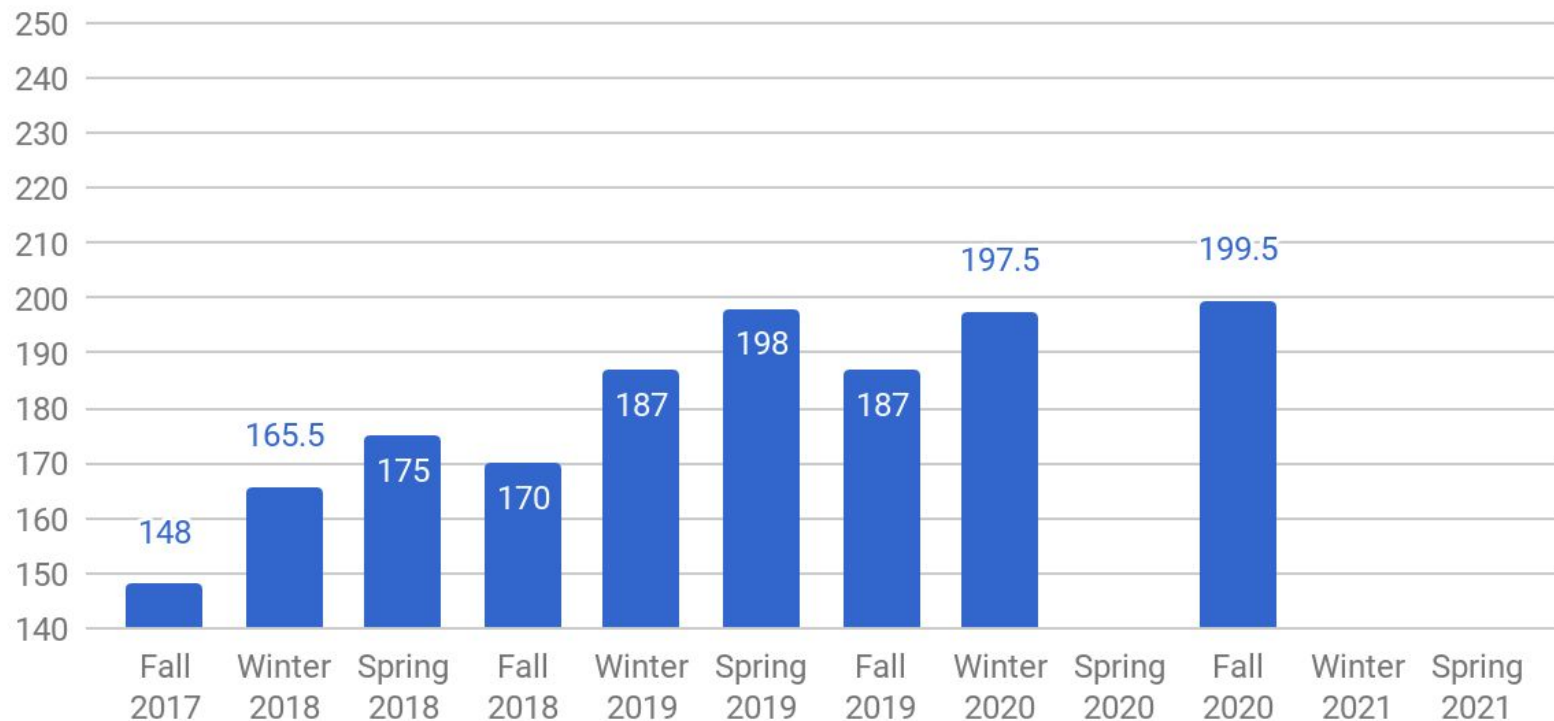
## Median Math RIT



64

8th Grade Class of 2027 (Current 2nd Grade)

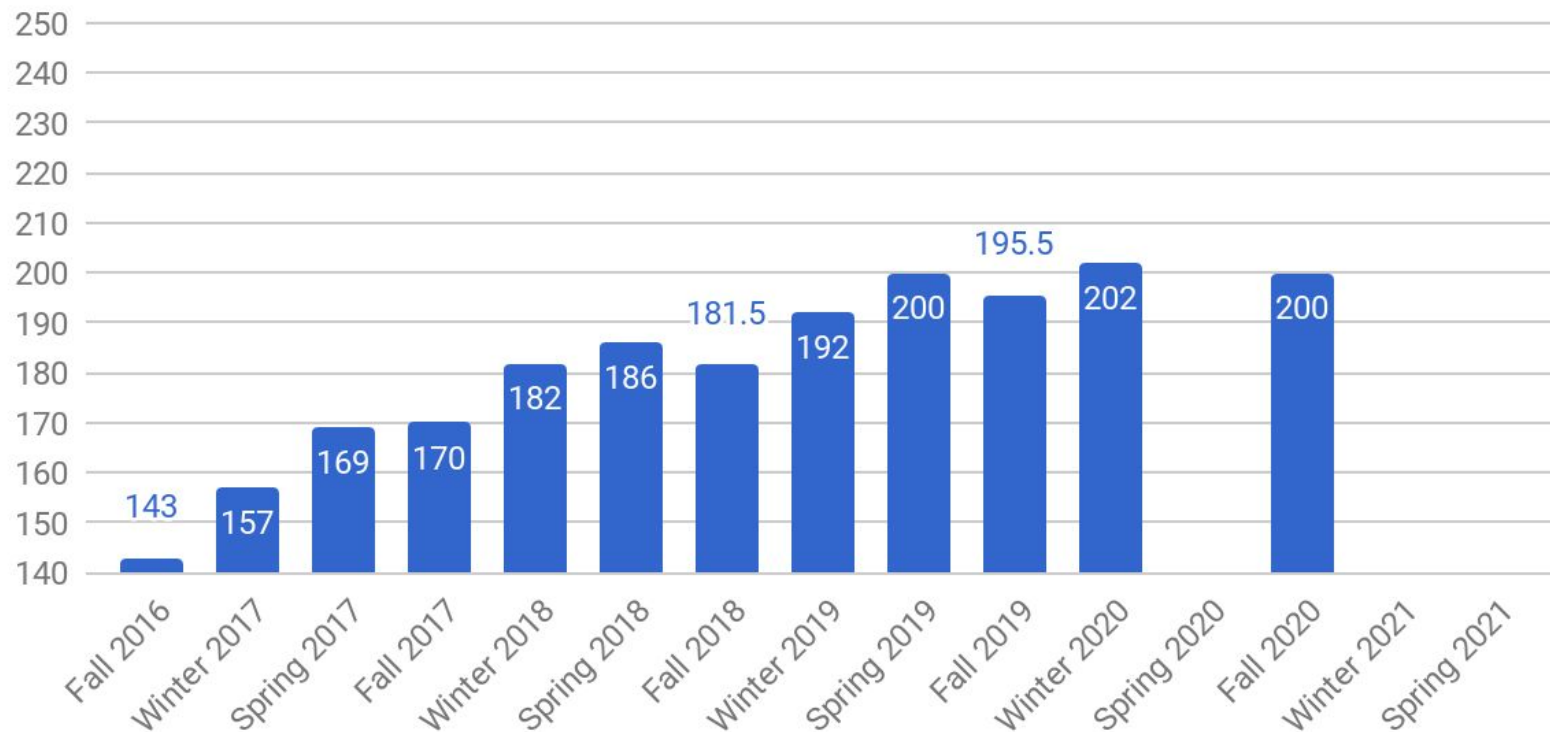
# Median Math RIT



65

8th Grade Class of 2026 (Current 3rd Grade)

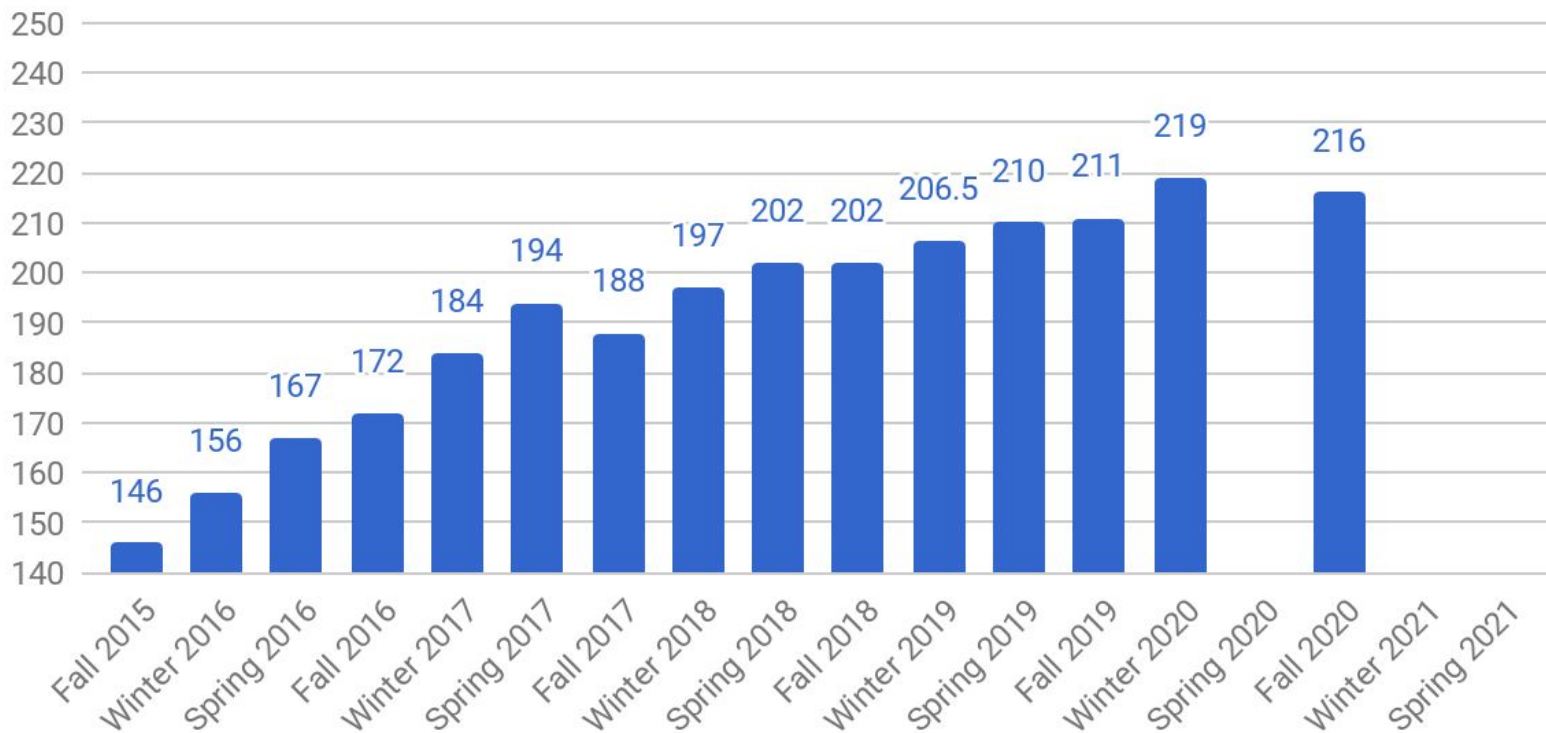
# Median Math RIT



66

8th Grade Class of 2025 (Current 4th Grade)

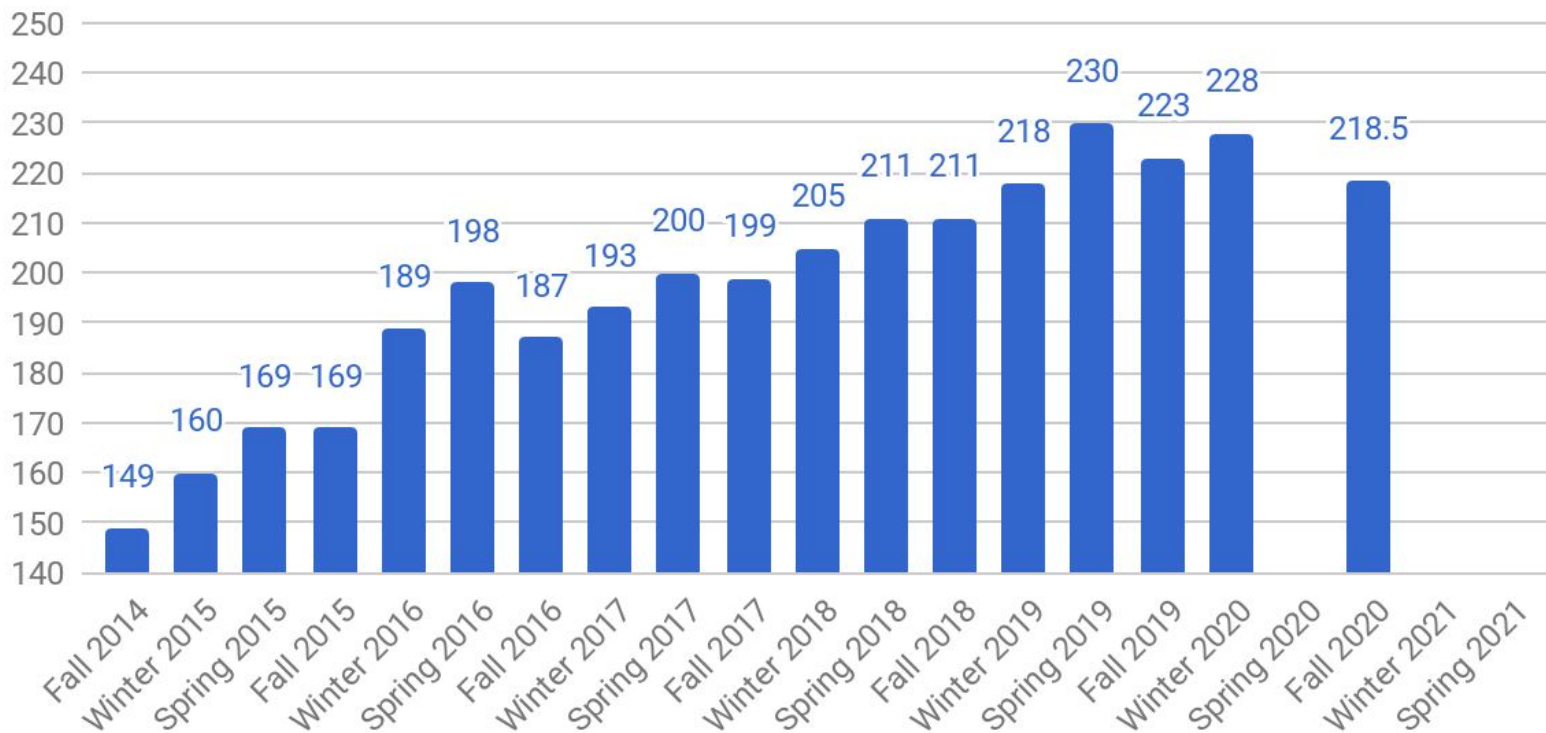
# Median Math RIT



67

8th Grade Class of 2024 (Current 5th Grade)

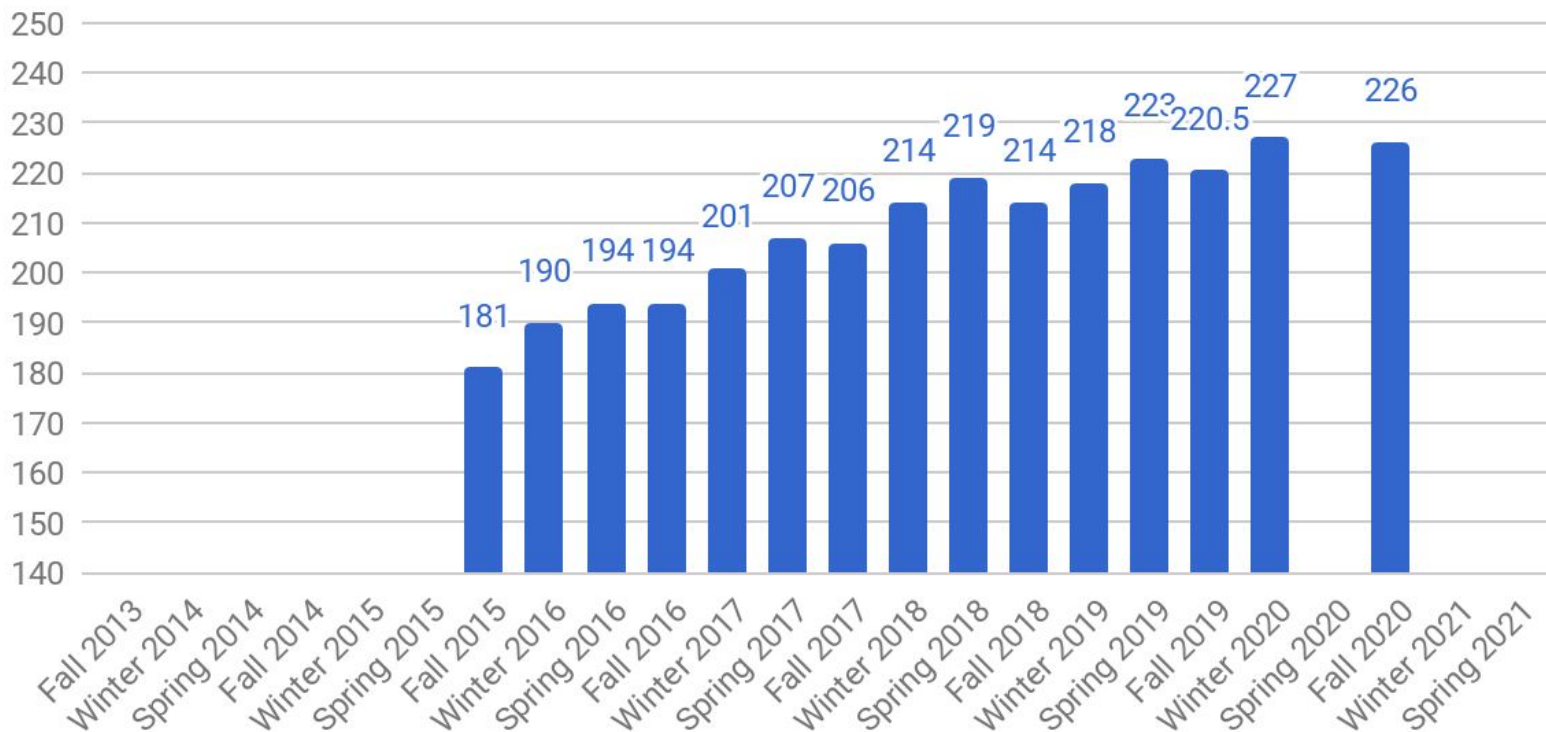
# Median Math RIT



68

8th Grade Class of 2023 (Current 6th Grade)

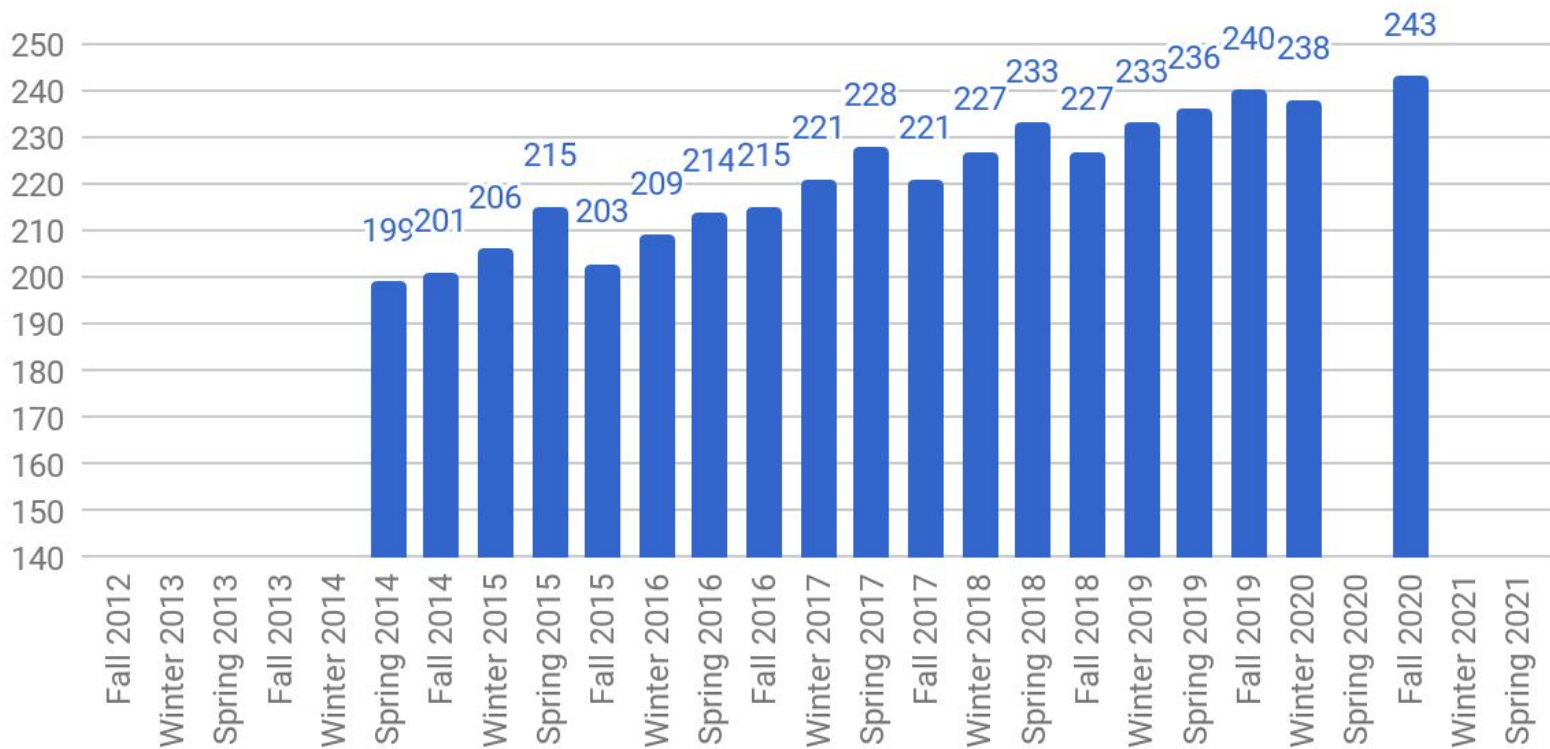
# Median Math RIT



69

8th Grade Class of 2022 (Current 7th Grade)

# Median Math RIT

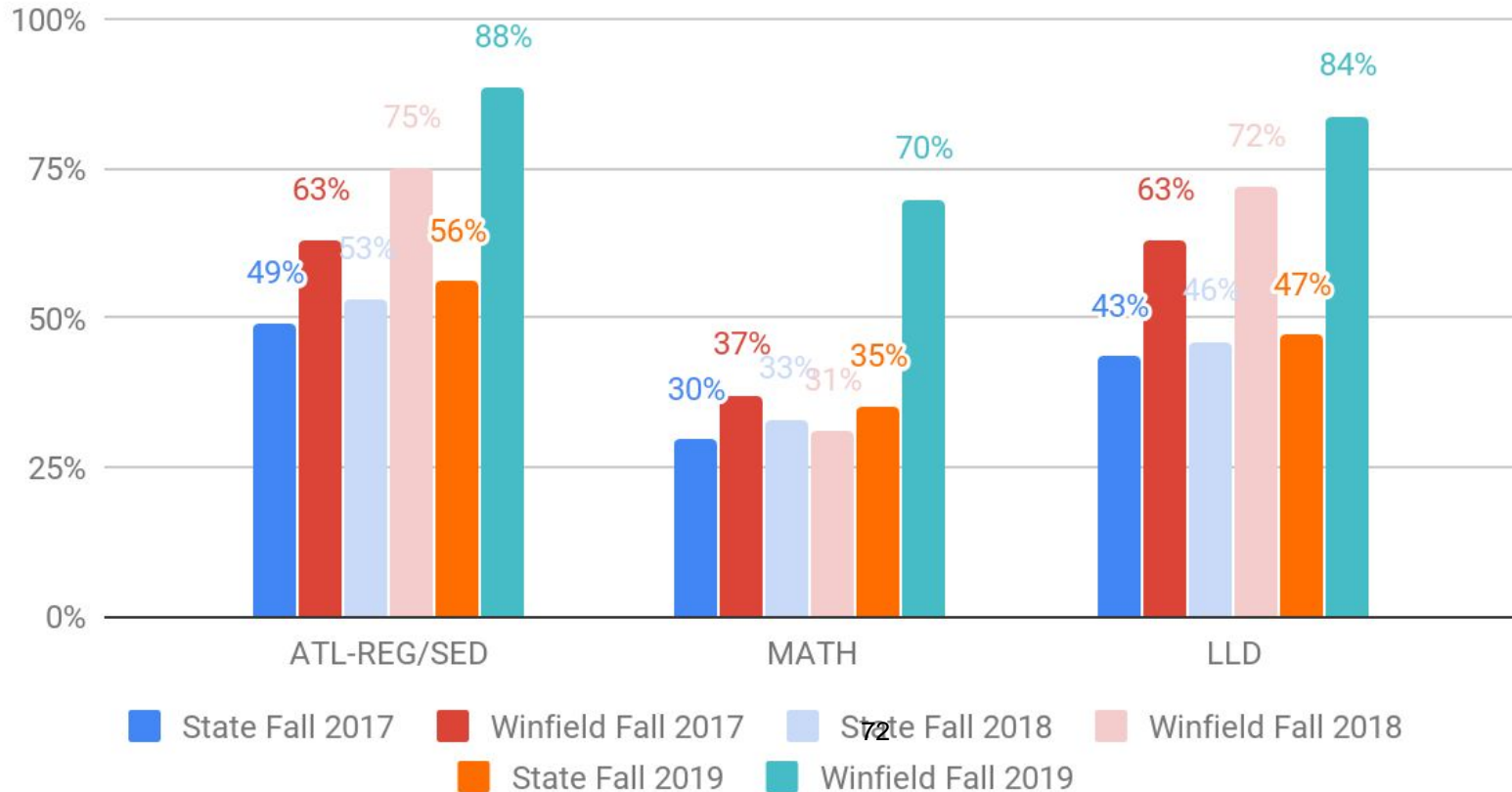


70

8th Grade Class of 2021 (Current 8th Grade)

# Illinois KIDS Assessment of Kindergarten Readiness

# % of Students Demonstrating Kindergarten Readiness



# Strategic Plan Scorecard Goal Update

September 24, 2020

# Finances, Resources, and Facilities

# Long Term Goal:

Effectively and responsibly manage district resources to address priorities that stem from our mission, vision, values, and strategic priorities.

- **2019-20 Goal:** Pass a balanced budget monitoring expenditures to come within 5% of projections.
- **Target:** 95% - 105%
- **Result:** Did not meet. Expenditures were 94.2% of budgeted expenditures. This was a result of reduced costs in benefits, transportation, and special education.



# Learning Environment

# Long Term Goal:

Provide high quality instruction in a safe, welcoming, respectful, and positive learning climate.

**Goal:** 80% of surveyed K-8 students will indicate they feel safe and have a positive learning environment at school. *(K-3rd grade students will participate in a district climate survey, 4-8th grade students will participate in the 5essentials survey)*

**Target:** 80%

**Result:** K-3 = 90.3% , 4th - 8th grade 5Essentials data has not been released yet



# Long Term Goal: Enhance instruction with technology and prepare students to be responsible digital citizens.

- **Goal:** 100% of PreK-5th grade classrooms and MS advisory teachers will indicate that they have taught their students how to be responsible digital citizens using the Digital Learning Student / Parent handbook, which contains the district's Network and Usage Agreement.
- **Target:** 100%
- **Result:** Achieved

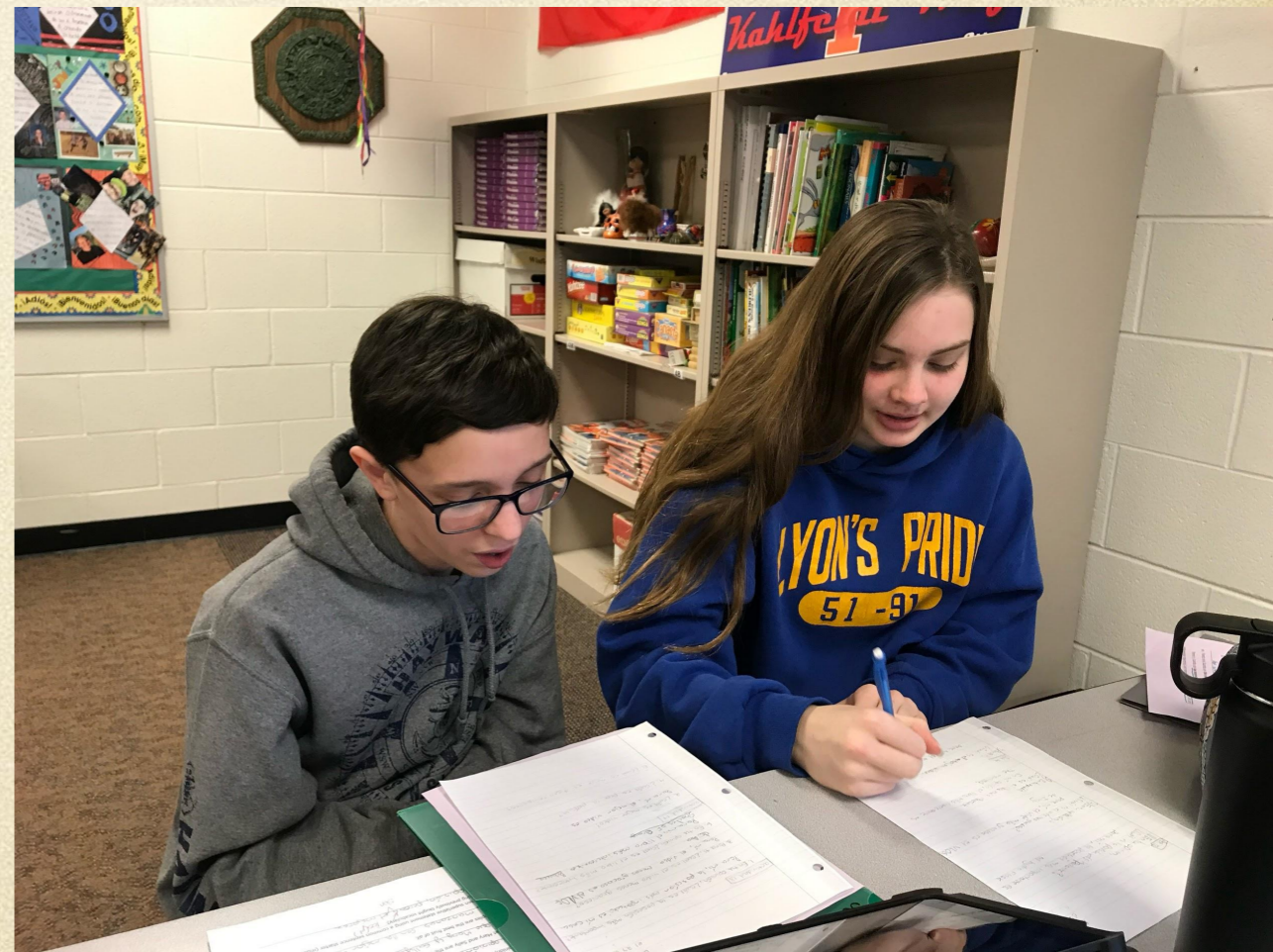


# Achievement

# Long Term Goal:

Show continual student growth and development using a variety of assessments.

- **Goal:** Continue to raise the percentage of K-8 students meeting or exceeding their growth goal from Fall to Spring on MAP Reading and Math.
- **Target:** 65% Reading & 66% Math
- **Result: achieved - 73% Reading & 66% Math.** *Data only represents Fall to Winter scores as MAP was not administered in Spring 2020 due to CoVID 19 pandemic.*



# Long Term Goal:

Show continual student growth and development using a variety of assessments.

- **Goal:** 80% of students will meet or exceed their individual learning targets as measured by district common assessments.
- **Target:** 80%
- **Result:** achieved - 84% passed



# Professional Environment

# Long Term Goal:

Sustain high expectations for growth and achievement by adhering to research-based best practices and providing the resources, professional development, and support for all staff through a Professional Learning Communities (PLC) model.

- **Goal:** Use the Professional Learning Community (PLC) model to further develop skills & expertise in academic and social-emotional growth for all learners
- **Target:** 100% of teachers and paraprofessionals will participate in a book study or workshop with a focus on Growth Mindset, Equity, and/or Conscious Discipline
- **Result: achieved** - all staff participated in Conscious Discipline training. Paraprofessionals also participated in a book study on Growth Mindset



# Partnerships

# Long Term Goal: Strengthen partnerships by sharing District knowledge and resources with our community stakeholders.

- **Goal:** Strengthen school community partnerships by working directly with community institutions
- **Target:** Partner in facilitating learning and engagement activities with Northwestern Medicine-Central DuPage Hospital, Village of Winfield, Greater Winfield Chamber of Commerce, Winfield Police & Fire Departments
- **Results: Varied**
  - NM-CDH - Health Education, EAP/Vaccinations, Donation Drop-off Site, Nurse/Crossing Guard Support, NM-CDH Winfield Community Council
  - Village of Winfield - CoVID community calls April & May, Challenges around Winfield TIF 2
  - Chamber of Commerce - Business Support throughout Pandemic (WEF), Instagram Training
  - Winfield Police Department - Run, Hide Fight Security Training and Parent Information Night
  - Winfield Fire Protection District - Mac and Cheese Cup fire evacuation, Strategic community supports around November ballot questions

# **Winfield School District 10 year Health-Life Safety Survey Update**

September 24, 2020

# History of Health-Life Safety Update

- Previous survey submitted 7/2009
- Done early as part of engineering review of projects needing consideration
- Presented to the Board in March 2018 as part of the facilities presentation
- Updated August 2019



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# Winfield Primary

- No items needed to be repaired immediately
- By March of 2023 items to be repaired included:
  - Installation of door closers
  - Removal of hold open devices from doors
  - Repair/replacement of 2 doors
  - Fix plumbing cleanout
  - Installation of exit sign, smoke detector, carbon monoxide detector
  - Install ventilation in room 131
  - *See full list for details*

# Winfield Primary Projects Update

2019-20

- Door closers installed
- Installed carbon monoxide detector/smoke alarm

2018-19

- Removed of hold open devices
- Fixed electrical panel
- Backflow preventer installed

# Winfield Primary Next Steps

- Exit signs/Emergency lights
- Ventilation installation (referendum)
- smoke detector installation upgrade (referendum)
- Vacuum breaker installations
- Emergency fuel burner switch



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# Winfield Central

- No items needed to be repaired immediately
- By March of 2023 items to be repaired included:
  - Caulk replacement
  - Fire rated separations of storage in locker rooms
  - Installation of emergency light batteries
  - Installation of exit signs, fire alarm strobes, smoke detectors
  - Installation of backflow prevention
  - Ventilation in Janitor Locker room
  - *See full list for details*

# Winfield Central Projects Update

19-20

- Gym shower storage now meets code
- Smoke detectors installed

18-19

- Caulk has been replaced
- Storage in locker rooms has been modified to no longer use non-fire rated separation
- Batteries installed in emergency light
- Carbon monoxide detector installed
- Backflow prevention device added
- Janitor locker area no longer has lockers

# Winfield Central Next Steps

- Smoke detector-strobe installation
- Vacuum breaker installation
- Emergency lights



TEN-YEAR SAFETY SURVEY REPORT

VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Section 180.320)

1. COUNTY CODE DuPage		2. SITE CODE		3. DISTRICT CODE/NAME		4. FACILITY CODE / NAME		10. RECOMMENDATION TO CORRECT VIOLATION		QUANTITY	ESTIMATED COST
5. ITEM I.D.	6. LOCATION(S) (ROOM No.)	7. PRIORITY CODE	8. RULE VIOLATED	9. DESCRIPTION OF THE VIOLATION	Date	Reviewer Initials	11. RECOMMENDATION TO CORRECT VIOLATION	12. QUANTITY	13. ESTIMATED COST	14. QUANTITY	15. ESTIMATED COST
A1	004 Boiler Room	c	185.395e1	No fire extinguisher/not inspected.			Recommendation: Provide new fire extinguisher.	1	\$ 1,200.00	1	Completed 18-19
A2	003 Boiler Room	c	185.390e2D	Storage of combustibles			District to remove storage and building stock materials from boiler room.	0	\$ 0	0	Completed 18-19
A3	Classrooms: 101, 102, 103, 107, 108, 112, 113, 114, 115, 116, 121, 122,	b	185.380c10E	Door closers are missing or broken			Provide new door closers.	21	\$ 15,750.00	750	Completed 19-20
A4	Classrooms: 110, 111, 113, 114, 115, 116,	b	185.370b11A	Hold-open devices on doors			Remove hold open devices from doors.	6	\$ 600.00	100	Completed 18-19
A5	Com/Storage Room 120	b	185.390g4	Fire rated construction compromised- double door is damaged beyond repair.			Replace one set of 6 feet wide double fire rated door, frame and hardware.	1	\$ 3,500.00	3500	
A6	Multi-Purpose Room 111	c	185.310e5	Posted occupancy is incorrect. Mobile partition is blocking view of exit sign.			District is to verify occupancy use of room (Occupancy Sign to be Updated). District will also remove mobile partition from room. (Cost is TBD) <i>or lower to see exit</i>	0	\$ 0	0	To be done 20-21
A7	Teacher's Room 113		BOCA-F:305.2	Broadloom carpet is damaged.			Replacement damaged carpet with carpet tile.	300	\$ 7,500.00	25	
A8	Exit door 8 at Room 114		BOCA-F:305.1	Bottom of exit door's sweep is damaged.			Replace damaged weather sweep at bottom of door and adjust door if required to keep out weather and pest. Sand and re-paint frame bottom.	1	\$ 500.00	500	
A9	Exit door 13 at Classroom 137		BOCA-F:305.1	Bottom of exit door's sweep is damaged.			Replace damaged weather sweep at bottom of door and adjust door if required to keep out weather and pest. Sand and re-paint frame bottom.	1	\$ 500.00	500	
A10	Exit Door 11 at Gym 128		BOCA-F:305.1	Bottom of exit door's sweep is damaged.			Replace damaged weather sweep at bottom of door and adjust door if required to keep out weather and pest. Sand and re-paint frame bottom.	1	\$ 500.00	500	

*See recommended item contacted  
to be within 5 years to correct  
a = within year*

1. COUNTY CODE		2. SITE CODE		3. DISTRICT CODE/NAME		4. FACILITY CODE / NAME		QUANTITY	ESTIMATED COST
5. ITEM I.D.	6. LOCATION(S) (ROOM No.)	7. PRIORITY CODE	8. RULE VIOLATED	9. DESCRIPTION OF THE VIOLATION	10. RECOMMENDATION TO CORRECT VIOLATION				
A11	Exit Door 12 at Custodian/Mechanical Room 129	<i>EC</i>	BOCA-F:305.1	Bottom of exit door's sweep is damaged.	Replace damaged weather sweep at bottom of door and adjust door if required to keep out weather and pest. Sand and re-paint frame bottom.	1	500	\$ 500.00	
A12	Exit door 4 at Classroom 108	<i>EC</i>	BOCA-F:305.1	Bottom of exit door's sweep is damaged.	Replace damaged door, weather sweep at bottom of door, door hardware and door frame.	1	1500	\$ 1,500.00	
A13	Janitor's Closet at 1961 Addition	b	185.390g4	Fire rated construction compromised-opening in CMU wall.	Extend plumbing clean-out to be past face of the CMU and close opening in CMU wall around new clean-out. Use tooth-in method to close CMU opening.	1	3500	\$ 3,500.00	
A14	Classroom 102-East wall	b	185.310e5	Fire rated construction compromised-opening in CMU wall exposing "open electrical J-box".	Close opening in CMU wall using tooth-in method, paint wall to match and re-align "clock".	1	250	\$ 250.00	
E1	EG-105 (east end), EG-146 (south end), EG-144 (south end), 141 (main entry vestibule)	<i>b</i>	175.480 185.370	Lacking emergency light	Add battery powered emergency lights	4	\$500	\$2,000.00	<i>To be done 20-21</i>
E2	EG-142, EG-144 (Qty 2)	<i>b</i>	185.370	Lacking exit sign	Add exit sign	3	\$500	\$1,500.00	<i>To be done 20-21</i>
E3	004, EG-129	<i>b</i>	105 ILCS 5/10-20.57	Lacking carbon monoxide detector	Add battery powered carbon monoxide detector (fire alarm system connection not required)	2	\$100	\$200.00	<i>Completed 19-20</i>
E4	EG-123	c	175.460	Lacking fire detector	Add fire alarm smoke detector	1	\$500	\$500.00	<i>Completed 19-19</i>
E5	EG-107, EG-144	b	NEC 110	Electrical panel accessible to students is not locked	Lock panel, fix if broken	2	\$100	\$200.00	<i>Completed 19-19</i>
E6	EG-125A	b	175.694	Permanent lighting is not operational - battery lighting has been installed, but light levels are inadequate.	Replace lighting fixtures	3	\$500	\$1,500.00	<i>To be done 20-21</i>
E7	EG-145	<i>EC</i>	NEC, 110	Light fixture is partially covered by wall	Replace light with a smaller fixture	1	\$500	\$500.00	<i>To be done 20-21</i>
E8	004, EG-129	b	175.536 185.440	Lacking emergency fuel burner switch	Add emergency fuel burner switch	2	\$1,000	\$2,000.00	<i>To be done 20-21</i>
E9	EG-104, EG-107, EG-119A, EG-123, EG-131	c	N/A	Lacking emergency lighting in windowless area with student occupancy	Add battery powered emergency lights	5	\$500	\$2,500.00	<i>To be done 20-21</i>
E10	002, 004 (Qty 3), EG 106	c	N/A	Electrical panel is past its expected life	Replace panel and feeder	5	\$6,000	\$30,000.00	<i>Completed 19-19</i>

1. FACILITY CODE / NAME		2. SITE CODE		3. DISTRICT CODE/NAME		4. FACILITY CODE / NAME		5. DESCRIPTION OF THE VIOLATION		6. RECOMMENDATION TO CORRECT VIOLATION		7. QUANTITY		8. ESTIMATED COST	
9. ITEM	10. ID.	11. LOCATION(S) (ROOM No.)	12. PRIORITY CODE	13. RULE VIOLATED	14. DESCRIPTION OF THE VIOLATION	15. DISTRICT CODE/NAME	16. FACILITY CODE / NAME	17. QUANTITY	18. ESTIMATED COST	19. RECOMMENDATION TO CORRECT VIOLATION	20. QUANTITY	21. ESTIMATED COST	22. QUANTITY	23. ESTIMATED COST	
M2		Toilet EG-119B, Book Room EG-131	b	185.457	Space is lacking ventilation	Winfield SD 34	Primary School	2	\$10,000	Add ventilation <i>add exhaust rest room</i>		\$20,000.00			
P1		Girls EG-118, Boys EG-117, Toilet EG-119, EG-107, Boys	c		Restroom doesn't have a floor drain			5	\$10,000.00	Add floor drain <i>add floor drain under the paper work hood</i>		\$50,000.00			
P2		Girls EG-118, Boys EG-117, Toilet EG-119, Girls EG-127,	c	ADA 4.19.4	Lavatories lack undersink protection			12	\$250.00	Add undersink protection <i>add undersink protection</i>		\$3,000.00		<i>Completed 18-19</i>	
P3		Boiler Room 004	b		Water service is missing backflow prevention device			1	\$5,000	Add backflow prevention device		\$5,000.00		<i>Completed 18-19</i>	
P4		JC EG-140	b		Mop basin faucet doesn't have a vacuum breaker			1	2000	Add vacuum breaker		\$2,000.00		<i>Completed 18-19</i>	

1. COUNTY CODE 022, Dupage				2. DISTRICT CODE/NAME 0340, Winfield SD 34				3. FACILITY CODE/NAME WINFIELD CENTRAL SCHOOL						
Item I.D.	Location(s) (Room No)	Rule Violated	Description of the violation	Recommendation to correct violation	Action I.D.	Priority Code	Specification(s)	Units Of Measure	Quantity	Labor Code	Estimated Cost	ISBE Adjustment	Estimated Completion Date	Funding Type
1	EG-30A Boiler Room	175.260 d)	Spaces around pipes/ducts caulked	Caulk penetrations with UL approved fire safing	f	b.	Caulk penetrations with UL approved fire safing	Each	3	1	\$600.00		3/30/2023	Completed 18-19
2	Stair 4	185.370 c) 10) h)	No storage under stairs	Remove building stock items from beneath Stair. District to complete this item.	b	b.	Remove building stock items from beneath Stair. District to complete this item.	Each	1	1	\$0.00		3/30/2023	Completed 18-19
3	Janitor's Closet 144	175.260 f)	Janitor's closet is being used as a storage space.	Owner to remove all non-cleaning related storage items from the room.	b	b.	Owner to remove all non-cleaning related storage items from the room.	Each	1	1	\$0.00		3/30/2023	Completed 18-19
4	Boys Shower - 1972 Original Section	175.260 f)	Boys showers are being used as a storage space	Provide a rated separation between storage area and locker room (ROE may not approve since this is a change in usage).	f	b.	Provide a rated separation between storage area and locker room (ROE may not approve since this is a change in usage).	Each	1	2	\$7,500.00		3/30/2023	Completed 19-20
5	Girls Shower - 1972 Original Section	175.260 f)	Girls showers are being used as a storage space.	Provide a rated separation between storage area and locker room (ROE may not approve since this is a change in usage).	f	b.	Provide a rated separation between storage area and locker room (ROE may not approve since this is a change in usage).	Each	1	2	\$7,500.00		3/30/2023	Completed 19-20
6	C133, C135, C137, S3, 140B	175.480; BOCA 96 1024	Lacking emergency light	Add battery powered emergency lights	f	b.	Add battery powered emergency lights	Each	5	2	\$2,500.00		3/30/2023	To be done 20-21
7	C200	BOCA 96 1023	Exit sign is single face, not double face.	Replace exit sign with double face type	f	b.	Replace exit sign with double face type	Each	1	2	\$300.00		3/30/2023	To be done 20-21
			Lacking	Add battery powered			Add battery powered							

8	022	105 ILCS 5/10-20.57	carbon monoxide detector	carbon monoxide detector (fire alarm system connection not required).	f	b.	Each	1	2	\$100.00	3/30/2023	0
9	041, 213, 216	BOCA 1996, 918.8.1	Lacking fire alarm visual	Add firm alarm strobe	f	b.	Each	3	2	\$1,500.00	3/30/2023	Reviewed Completed 14-20
10	020	BOCA 1996, 918.8.1	Lacking fire alarm visual in high ambient noise area	Add fire alarm horn/strobe	f	b.	Each	1	2	\$500.00	3/30/2023	To be done 20-21
11	140, 140B (qty 2), 140C	NFPA 72	Smoke detector coverage inadequate	Add fire alarm smoke detector at east alcove area in 140 and smoke detectors throughout 140B and 140C	f	b.	Each	3	2	\$1,500.00	3/30/2023	Completed 19-20
12	050	175.480	Emergency light is not operational	Repair or replace emergency light	c	b.	Each	1	2	\$300.00	3/30/2023	Completed 18-19
13	Janitor 038, Staff Locker 038	185.457	Space is lacking ventilation	Add ventilation	f	b.	Each	2	2	\$20,000.00	3/30/2023	Lockers removed 18-19
14	Kitchen 040	Illinois Plumbing Code	Spray nozzle is missing backflow prevention device	Add backflow prevention device	f	b.	Each	1	2	\$5,000.00	3/30/2023	Completed 18-19
15	Janitor 144	Illinois Plumbing Code	Vacuum breaker at mop basin needs replaced	Replace vacuum breaker	f	b.	Each	1	2	\$2,000.00	3/30/2023	To be done 20-21

### **I. CALL TO ORDER**

Board President Elizabeth Lee called the meeting to order at 7:00 p.m.

### **II. ROLL CALL**

Board of Education Members in Attendance for the video conference: Donna Bartlett, Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Absent: none

Also Present: Matt Rich, Superintendent; Doug Gallois, Business Manager; Lisa Honaker, Business Office; Dawn Reinke, Principal; Dawn Winkelman, Director Student Services; Kim Regalado, Administrative Assistant; Steve Kahlfeldt, Teacher Representative; Staff: Jessica Peters, Melissa Doucet, Kate Cyrus, Laura Kahlfeldt, Rebecca Garretson, Sue Hempe, Pat Smolucha; PTO: Laura Bothwell, Donna Hileman, Jen Krasinski, Deb Krygowski, Jamie Reid, Brianne Willix; WEF: Ruth Davis, Karen Sabados, Eileen Tibble, Amy-Jo Wierenga

### **III. PLEDGE OF ALLEGIANCE**

### **IV. APPROVAL OF AGENDA - ADDITIONS OR CHANGES TO THE AGENDA**

**MOTION:** Matt Tibble moved and Annie Dragosh seconded the motion to approve the Agenda as presented. **A roll call vote was taken.**

Ayes- Donna Bartlett, Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent-None

Abstain-None

### **V. PUBLIC COMMENT** *([Public Comment Log](#))*:

Brianne Willix: E-learning had been feared. After the remote learning for a full week, commend the staff for all the behind the scenes work. Thank you for making sure all is running smooth.

### **VI. PUBLIC PRESENTATION / DISCUSSION**

VI.A. Recognition of Tenured Staff: Jess Honaker, Beth Nelson, Stephen Rogers were recognized.

VI.B. Staff Service Awards: **25 Years**-Kate Cyrus, **20 Years**- Laura Kahlfeldt & Pat Smolucha, **15 Years**-Jessica Peters & Ray Serbick, **10 Years**-Jan Lee & Dawn Winkelman, **5 Years**-Brian Leisering, Linda Rosenbaum & Matt Tibble

VI.C. Recognition of PTO & WEF Board Members: **PTO** President-Laura Bothwell, Vice President-Brianne Willix, Treasurer-Jennifer Krasinski, Secretary-Debbie Krygowski, Volunteer Coordinator-Donna Hileman, Past President Liaison-Jamie Reid, WEF

Liaison-Eileen Tibble **WEF** President-Eileen Tibble, Vice President-Ruth Davis,  
Treasurer-AmyJo Wierenga, Secretary-Karen Sabados

VI.D. Review Our Learning Program Status: Mostly remote but have had students come in for MAP testing with staggered start times, different entrances and spaced in the classroom. Preschool students start with a daily video. 2-5 preschool students attend in-person 40 minute sessions and stay 6 feet apart social distancing but getting social interactions. Intense planning to have students in the building: Crossing guards for 45 minutes during the day, what door entering, covid screening, classrooms set up for social distancing, and hand sanitizer. There have been staff members absent due to a covid symptom for the last 5 weeks. Students with a symptom are out for 2 weeks at a time and now siblings must be also. Technology issues continue to be fixed quickly by Melissa Doucet, Matt Rich and Dave Baum.

VI.E. Discussion: Referendum and Social Media: Board members and staff can not advocate for an opinion. Best to encourage to vote and not offer an opinion. If you live in the community signs can be in your yard. Literature will be available: Committee to mail a flyer, Tiger Times has referendum information, Q and As and tours scheduled 9/15 and 10/15.

## VII. APPROVAL OF MINUTES

**MOTION:** Matt Tibble moved and Donna Bartlett seconded the motion to approve the Minutes as presented. **A roll call vote was taken.**

Ayes- Donna Bartlett, Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent-None

Abstain-None

VII.A. Special Board Meeting Minutes July 15, 2020

VII.B. Board of Education Hearing Minutes July 23, 2020

VII.C. Special Board Meeting Minutes July 23, 2020

## VIII. CONSENT AGENDA (Routine matters that do not require discussion)

**MOTION:** Dave Hempe moved and Matt Tibble seconded the motion to approve the Consent Agenda as presented. **A roll call vote was taken.**

Ayes- Donna Bartlett, Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent-None

Abstain-None

VIII.A. Approval of Finance Reports

VIII.A.1. Bill List - Payable List and List of Other Payments

VIII.A.2. Treasurer/Fund Balance/Bank Reconciliation Report

## IX. COMMUNICATION TO THE BOARD

IX.A. Superintendent's Report

IX.A.1. Legislative Update: Fall veto session planned for November.

IX.A.2. Community Partnerships: Thank the Park District for offering supervision for working families in our cafeteria 16-20 kids (3-5 days a week). Bring the village community together and have meetings on how we can help each other and development for the community. Schedule meetings on 10/5 and 10/19 (not a board of ed meeting) but will have an agenda. Melissa Doucet is facilitating the process.

#### IX.B. Principal Report

IX.B.1. Back to School Update: Beginning of the year had a little bit of normalcy where teachers were able to meet the students. Many teachers are in the building and you can hear the animated voices of the teachers but the classroom is empty. Missing a big part of her job interacting with the students, staff and parents. Will join remotely to see students. Stephen Rogers and Becky First have principal internships with Mrs. Reinke this year.

#### IX.C. Finance Report from Director of Business Services

IX.C.1. Review and Approve the 2020-21 Budget

**MOTION:** Dave Hempe moved and Donna Bartlett seconded the motion to approve the 2020-21 Budget as presented. **A roll call vote was taken.**

Ayes-Donna Bartlett, Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent-None

Abstain-None

IX.D. Board Procedures and Exhibit Updates: The board recognized that 14 procedures and exhibits are being updated.

#### IX.D.1. Title IX Regulations Updates

IX.D.1.a. 2:150 -AP, Superintendent Committees

IX.D.1.b. 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records

IX.D.1.c. 2:260-AP2, Nondiscrimination Coordinator and Complaint Manager

IX.D.1.d. 2:265-AP1, Title IX Sexual Harassment Response - NEW

IX.D.1.e. 2:265-AP2, Formal Title IX Sexual Harassment Complaint Grievance Process-NEW

IX.D.1.f. 2:265-E, Title IX Sexual Harassment Glossary of Terms -NEW

IX.D.1.g. 5:90-AP, Coordination with Children's Advocacy Center

IX.D.1.h. 7:20-AP, Harassment of Students Prohibited

IX.D.1.i. 7:190-E2, Student Handbook Checklist

#### IX.D.2. Transgender Student Guidance

IX.D.2.a. 7:10-AP1, Accommodating Transgender Students or Gender Non-Conforming Students

IX.D.3. Miscellaneous

IX.D.3.a. 7:345-AP, Use of Educational Technologies; Student Data Privacy and Security

IX.D.4. Five Year Review

IX.D.4.a. 2:260-AP1, Guidelines for Investigating Complaints Filed Under Policy

IX.D.4.b. 4:180-AP1, School Action Steps for Pandemic Influenza or Other Virus/Disease - RENAMED

IX.D.4.c. 4:180-AP2, Pandemic Influenza Surveillance and Reporting

**X. OLD BUSINESS**

**X.A. Approve Revised West Chicago District 33 Lease**

**MOTION:** Matt Tibble moved and Donna Bartlett seconded the motion to approve the Revised West Chicago District 33 Lease as presented. **A roll call vote was taken.**

Ayes- Donna Bartlett, Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent-None

Abstain-None

**X.B. Second Reading of Board Policies**

**MOTION:** Matt Tibble moved and Donna Bartlett seconded the motion to approve the Second Reading of Board Policies as presented. **A roll call vote was taken.**

Ayes-Donna Bartlett, Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent-None

Abstain-None

X.B.1. 2:220 Board of Education Meeting Procedure

X.B.2. 2:220-E9 Exhibit - Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration

X.B.3. 4:180 Pandemic Preparedness

X.B.4. 7:40 Nonpublic School Students, Including Parochial and Home-Schooled Students

X.B.5. 7:190 Student Behavior

X.B.6. 7:340 Student Records

X.B.7. 7:345 Use of Educational Technologies; Student Data Privacy and Security

**XI. NEW BUSINESS**

**XI.A. Revised School Board Calendar**

**MOTION:** Matt Tibble moved and Donna Bartlett seconded the motion to approve the Revised School Board Calendar as presented. **A roll call vote was taken.**

Ayes- Donna Bartlett, Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble  
Nays-None  
Absent-None  
Abstain-None

**XI.B. Selection of Board Member to serve as Winfield Education Foundation Representative**

**MOTION:** Elizabeth Lee moved and Lynn Kammes seconded the motion to approve Dave Hempe to serve as Winfield Education Foundation Representative as presented. **A roll call vote was taken.**

Ayes-Donna Bartlett, Norm Bothwell, Annie Dragosh, Lynn Kammes, Elizabeth Lee, Matt Tibble  
Nays-None  
Absent-None  
Abstain-Dave Hempe

**XI.C. Approve Purchase of 20 iPads**

**MOTION:** Matt Tibble moved and Annie Dragosh seconded the motion to approve the Purchase of 20 iPads as presented. **A roll call vote was taken.**

Ayes- Donna Bartlett, Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble  
Nays-None  
Absent-None  
Abstain-None

**XI.D. Video Projection of Meetings**

**MOTION:** Lynn Kammes moved and Matt Tibble seconded the motion to approve the Video Projection of Meetings as presented. **A roll call vote was taken.**

Ayes-Donna Bartlett, Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble  
Nays-None  
Absent-None  
Abstain-None

**XI.E. First Reading of Board Policies**

**MOTION:** Matt Tibble moved and Annie Dragosh seconded the motion to approve the First Reading of Board Policies as presented. **A roll call vote was taken.**

Ayes- Donna Bartlett, Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble  
Nays-None  
Absent-None  
Abstain-None

XI.E.1. 2:260, Uniform Grievance Procedure- **Answers Required**

XI.E.2. 2:265, Title IX Sexual Harassment Grievance Procedure - **Answers Required**

XI.E.3. 5:10, Equal Employment Opportunity and Minority Recruitment

XI.E.4. 5:20, Workplace Harassment Prohibited

XI.E.5. 5:100, Staff Development Program

XI.E.6. 5:220, Substitute Teachers

XI.E.7. 5:330, Sick Days, Vacation, Holidays, and Leaves

XI.E.8. 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment

XI.E.9. 7:185, Teen Dating Violence Prohibited

XI.F. **Discussion: FY21 Board of Education Annual Calendar:** Post the calendar on our website.

#### XI.G. Personnel

XI.G.1. Approve Leave of Absence

**MOTION:** Lynn Kammes moved and Matt Tibble seconded the motion to approve the Leave of Absence of paraprofessional Flavia Farinha as presented. **A roll call vote was taken.**

Ayes- Donna Bartlett, Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent-None

Abstain-None

#### XI.H. Items For Future Agendas

XI.H.1. None

### XII. ADJOURN TO CLOSED SESSION

**MOTION:** Matt Tibble moved and Annie Dragosh seconded the motion to adjourn to Closed Session for **Reason 2. Collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2); Reason 10. Any matter involving an individual student. 5 ILCS 120/2(c)(10). Minutes of meetings held for this reason shall never be released to protect the individual student's privacy; and Reason 11. Litigation, when an action against, affecting, or on behalf of the District has been filed and is pending before a court or administrative tribunal, or when the Board finds that an action is probable or imminent. 55 ILCS 120/2(c)(11).**

Ayes- Donna Bartlett, Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent-None

**MOTION CARRIED**

The meeting moved to Closed Session at 8:45 p.m.

### **XIII. ADJOURN CLOSED SESSION TO REGULAR SESSION**

**MOTION:** Matt Tibble moved and Dave Hempe seconded the motion to return to Regular Session.

**A roll call vote was taken.**

Ayes- Donna Bartlett, Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent-None

Abstain-None

The meeting returned to Regular Session at 10:10 p.m.

### **XIV. ACTION FROM CLOSED SESSION**

XIV.A. None

### **XV. ADJOURNMENT**

**MOTION:** Dave Hempe moved and Matt Tibble seconded the motion to adjourn the meeting. **A roll call vote was taken.**

Ayes- Donna Bartlett, Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent-None

Abstain-None

**The meeting was adjourned at 10:11 p.m.**

### **Regular Board of Education Meetings:**

**\*Unless otherwise noted, all Board of Education Meetings are on Thursdays and begin at 7:00 p.m. and are located in the Winfield Central School Commons.**

September 24 , 2020

October 22, 2020.

November 19, 2020

December 17, 2020, Levy Hearing 6:55 p.m.

**Approved:**

\_\_\_\_\_  
**Elizabeth Lee, President  
Board of Education**

\_\_\_\_\_  
**Lynn Kammes, Secretary  
Board of Education**

### **I. CALL TO ORDER**

Board President Elizabeth Lee called the meeting to order at 6:55 p.m.

### **II. ROLL CALL**

Board of Education Members in Attendance for the video conference: Donna Bartlett, Norm Bothwell, Annie Dragosh (arrived 6:57), Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble (arrived 6:58)

Absent: none

Also Present: Matt Rich, Superintendent; Doug Gallois, Business Manager; Lisa Honaker, Business Office; Dawn Reinke, Principal; Dawn Winkelman, Director Student Services; Kim Regalado, Administrative Assistant; Steve Kahlfeldt, Teacher Representative; Staff: Jessica Peters, Melissa Doucet, Kate Cyrus, Laura Kahlfeldt, Rebecca Garretson, Sue Hempe, Pat Smolucha; PTO: Laura Bothwell, Donna Hileman, Jen Krasinski, Deb Krygowski, Jamie Reid, Brianne Willix; WEF: Ruth Davis, Karen Sabados, Eileen Tibble, Amy-Jo Wierenga

### **III. PLEDGE OF ALLEGIANCE**

### **IV. APPROVAL OF AGENDA - ADDITIONS OR CHANGES TO THE AGENDA**

**MOTION:** Lynn Kammes moved and Elizabeth Lee seconded the motion to approve the Agenda as presented. **A roll call vote was taken.**

Ayes- Donna Bartlett, Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent-None

Abstain-None

### **V. PUBLIC COMMENT:**

None.

### **VI. PUBLIC PRESENTATION**

Budget recap presented.

### **VII. ADJOURNMENT**

**MOTION:** Elizabeth Lee moved and Donna Bartlett seconded the motion to adjourn the meeting. **A roll call vote was taken.**

Ayes- Donna Bartlett, Norm Bothwell, Annie Dragosh, Dave Hempe, Lynn Kammes, Elizabeth Lee, Matt Tibble

Nays-None

Absent-None

# A/P Check Register

Printed: 09/04/2020 10:48:22AM  
 Winfield School District #34  
 Check Date: 08/01/2020 to 8/31/2020

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
32382	Estrada, Cecilia	9226	08/13/2020	43377	(25.00)	0.00	(25.00)
<b>Void by 5323 on 8/13/2020</b>							
31834	TSA CONTRIBUTIONS	96	08/14/2020	43424	100.00	0.00	100.00
31317	ABC CLIO	82020	08/27/2020	43425	420.00	0.00	420.00
32188	Anderson Elevator Co	82020	08/27/2020	43426	588.00	0.00	588.00
30353	ANDERSON PEST CONTROL	82020	08/27/2020	43427	100.45	0.00	100.45
32402	Archangel Tablets	82020	08/27/2020	43428	824.75	0.00	824.75
32071	AWARDING YOU	82020	08/27/2020	43429	287.00	0.00	287.00
29389	BLICK ART MATERIALS	82020	08/27/2020	43430	782.11	0.00	782.11
32101	Breakout Inc	82020	08/27/2020	43431	50.00	0.00	50.00
32393	Burke Company	82020	08/27/2020	43432	251.00	0.00	251.00
32399	Christerson, Michael	82020	08/27/2020	43433	25.00	0.00	25.00
31456	COMCAST	82020	08/27/2020	43434	4.21	0.00	4.21
05448	Culligan of Wheaton	82020	08/27/2020	43435	138.00	0.00	138.00
30633	CUMMINS SALES & SERVICE	82020	08/27/2020	43436	617.70	0.00	617.70
32195	Direct Energy Business	82020	08/27/2020	43437	17,138.27	0.00	17,138.27
31195	DISCOVERY EDUCATION, INC.	82020	08/27/2020	43438	1,776.00	0.00	1,776.00
31725	DUPAGE FEDERATION ON HUMAN SERVICES REFORM	82020	08/27/2020	43439	114.81	0.00	114.81
32396	Ebelt, Matthew	82020	08/27/2020	43440	212.75	0.00	212.75
32403	Elmashni, Manar	82020	08/27/2020	43441	175.50	0.00	175.50
31780	EUROPEAN SPORTS	82020	08/27/2020	43442	1,133.75	0.00	1,133.75
32394	Fluency & Fitness	82020	08/27/2020	43443	198.00	0.00	198.00
30766	Follett School Solutions Inc	82020	08/27/2020	43444	595.58	0.00	595.58
29520	Fox Valley Fire & Safety Company, Inc	82020	08/27/2020	43445	2,164.50	0.00	2,164.50
31439	FP MAILING SOLUTIONS	82020	08/27/2020	43446	78.00	0.00	78.00
32398	Garafolo, Sean	82020	08/27/2020	43447	40.00	0.00	40.00
32401	Garcia, Rita	82020	08/27/2020	43448	388.25	0.00	388.25
32392	HOH Water Technology INC	82020	08/27/2020	43449	692.66	0.00	692.66
32144	Illuminate Education	82020	08/27/2020	43450	1,015.00	0.00	1,015.00
32171	Johnson Controls Fire Protection LP	82020	08/27/2020	43451	2,213.45	0.00	2,213.45
14301	LAKESHORE LEARNING MATERIALS	82020	08/27/2020	43452	838.66	0.00	838.66
29954	LEND	82020	08/27/2020	43453	4,035.00	0.00	4,035.00
30498	LUNDSTROM INSURANCE	82020	08/27/2020	43454	1,800.00	0.00	1,800.00
32383	Mahmic, Denis	82020	08/27/2020	43455	190.50	0.00	190.50
31640	MAUL ENTERPRISES, INC	82020	08/27/2020	43456	2,292.00	0.00	2,292.00
32106	McGil Services	82020	08/27/2020	43457	275.00	0.00	275.00
31826	MCGRAW-HILL SCHOOL ED HOLDINGS	82020	08/27/2020	43458	626.95	0.00	626.95
32400	Michael S Appleby, Ph.D.	82020	08/27/2020	43459	3,000.00	0.00	3,000.00
31415	Midland Paper Company	82020	08/27/2020	43460	2,131.70	0.00	2,131.70
17451	MURPHY ACE HARDWARE	82020	08/27/2020	43461	285.13	0.00	285.13
32161	Newsela Inc	82020	08/27/2020	43462	1,500.00	0.00	1,500.00
18751	Nicor Gas	82020	08/27/2020	43463	280.06	0.00	280.06
31686	NOTARY PUBLIC ASSOCIATION OF ILLINOIS	82020	08/27/2020	43464	54.00	0.00	54.00
32307	Noteworthy Music Co	82020	08/27/2020	43465	255.00	0.00	255.00
29514	OFFICE DEPOT	82020	08/27/2020	43466	343.70	0.00	343.70
31718	POWER UP BATTERIES LLC	82020	08/27/2020	43467	395.95	0.00	395.95
29320	REALLY GOOD STUFF	82020	08/27/2020	43468	1,714.91	0.00	1,714.91
29623	BLUE CROSS AND BLUE SHIELD	25	08/28/2020	43469	6,783.56	0.00	6,783.56
22101	SASED	82020	08/27/2020	43470	35,306.00	0.00	35,306.00
32397	Scheidt, Anna	82020	08/27/2020	43471	175.50	0.00	175.50
31041	SCHOLASTIC BOOK FAIRS	82020	08/27/2020	43472	573.09	0.00	573.09
31226	SCHOLASTIC MAGAZINES	82020	08/27/2020	43473	428.61	0.00	428.61
31777	SCHOOL LOOP	82020	08/27/2020	43474	937.50	0.00	937.50
14402	School Specialty	82020	08/27/2020	43475	55.30	0.00	55.30

# A/P Check Register

Printed: 09/04/2020 10:48:22AM  
 Winfield School District #34  
 Check Date: 08/01/2020 to 8/31/2020

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
31695	SDI Innovations	82020	08/27/2020	43476	715.03	0.00	715.03
32389	Sit Spots	82020	08/27/2020	43477	113.45	0.00	113.45
32395	Skreens, Carrie	82020	08/27/2020	43478	15.00	0.00	15.00
29928	TASC	82020	08/27/2020	43479	148.26	0.00	148.26
25151	TEACHER CREATED RESOURCES	82020	08/27/2020	43480	147.24	0.00	147.24
30901	TEACHER DIRECT	82020	08/27/2020	43481	250.94	0.00	250.94
32060	Teachers Pay Teachers	82020	08/27/2020	43482	25.99	0.00	25.99
31779	TELCOM INNOVATIONS GROUP	82020	08/27/2020	43483	1,145.00	0.00	1,145.00
31462	Trugreen Processing Center	82020	08/27/2020	43484	328.77	0.00	328.77
26802	VILLAGE OF WINFIELD	82020	08/27/2020	43485	382.42	0.00	382.42
32063	Wheaton Mulch, Inc	82020	08/27/2020	43486	350.00	0.00	350.00
31893	WM CORPORATE SERVICES INC	82020	08/27/2020	43487	603.86	0.00	603.86
31952	ZANER-BLOSER SUPERKIDS READING	82020	08/27/2020	43488	4,347.47	0.00	4,347.47
31553	METROPOLITAN LIFE INSURANCE COMPANY	25	08/28/2020	43489	764.28	0.00	764.28
31834	TSA CONTRIBUTIONS	96	08/28/2020	43490	100.00	0.00	100.00
02101	FIRST NATIONAL BANK OF CHICAGO	97	08/14/2020	814202022	6,775.12	0.00	6,775.12
11651	ILLINOIS DEPT OF REVENUE	97	08/14/2020	814202023	1,558.92	0.00	1,558.92
29928	TASC	97	08/14/2020	814202024	379.99	0.00	379.99
25251	TEACHERS RETIREMENT SYSTEM	97	08/14/2020	814202025	1,502.26	0.00	1,502.26
25252	THIS	97	08/14/2020	814202026	338.72	0.00	338.72
16051	ANGELACOS, LISA M.	82020	08/27/2020	827202007	0.00	35.50	35.50
31499	APPLE INC	82020	08/27/2020	827202008	0.00	7,478.00	7,478.00
31344	CALL ONE	82020	08/27/2020	827202009	0.00	1,391.04	1,391.04
30032	DAVE, SHONA	82020	08/27/2020	827202004	0.00	105.00	105.00
31482	GARRETSON, REBECCA A.	82020	08/27/2020	827202005	0.00	1,000.00	1,000.00
31828	Hodges Loizzi Eisenhammer Rodick & Kohn LLP	82020	08/27/2020	827202006	0.00	9,865.42	9,865.42
32250	Honaker, Lisa	82020	08/27/2020	827202007	0.00	1,000.00	1,000.00
31543	Net56 Inc	82020	08/27/2020	827202008	0.00	14,331.98	14,331.98
31955	PMA LEASING, INC	82020	08/27/2020	827202009	0.00	1,109.48	1,109.48
32041	RICH, MATTHEW E.	82020	08/27/2020	827202010	0.00	50.00	50.00
32297	Rogers, Stephen	82020	08/27/2020	827202011	0.00	1,000.00	1,000.00
29867	Synchrony Bank - Amazon	82020	08/27/2020	827202012	0.00	8,337.95	8,337.95
31853	TSA CONSULTING GROUP, INC	82020	08/27/2020	827202013	0.00	50.00	50.00
30937	VANGUARD ENERGY SERVICES LLC	82020	08/27/2020	827202014	0.00	120.97	120.97
31775	WAREHOUSE DIRECT	82020	08/27/2020	827202017	0.00	1,266.13	1,266.13
30217	BMO PROCUREMENT CREDIT CARD	82020	08/27/2020	827202018	702.10	0.00	702.10
31131	TRS - Excess Salary	82020	08/27/2020	827202019	1,159.33	0.00	1,159.33
02101	FIRST NATIONAL BANK OF CHICAGO	97	08/28/2020	828202020	6,976.08	0.00	6,976.08
11651	ILLINOIS DEPT OF REVENUE	97	08/28/2020	828202021	1,653.06	0.00	1,653.06
11901	ILLINOIS MUNIC RET FUND	99	08/28/2020	828202022	5,341.84	0.00	5,341.84
29928	TASC	97	08/28/2020	828202023	379.99	0.00	379.99
25251	TEACHERS RETIREMENT SYSTEM	97	08/28/2020	828202024	1,614.66	0.00	1,614.66
25252	THIS	97	08/28/2020	828202025	364.06	0.00	364.06
31117	Chase Bank	3	08/31/2020	831202001	560.42	0.00	560.42
30923	REVTRAK, INC.	3	08/31/2020	831202002	198.40	0.00	198.40
<b>Report Total</b>					<b>\$135,320.52</b>	<b>\$47,141.47</b>	<b>\$182,461.99</b>

# Open Accounts Payable List

Printed: 09/17/2020 11:17:32AM  
Winfield School District #34

Vendor Name								Due	
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #
<b>ANDERSON PEST CONTROL</b>									
5707105	202540321	Pest control		92,020		0.00	100.45	9/24/20	20-2540-323-00-601
						0.00	100.45		
<b>BASIC</b>									
10-559218	102310310	ACA reporting		92,020		237.50	237.50	9/24/20	10-2310-310-00-400
						237.50	237.50		
<b>BMO PROCUREMENT CREDIT CARD</b>									
<b>BMO PROCUREMENT CREDIT CARD - Apple</b>									
354452777	10-2660-390-000-000	Apple app - Block letters		92,020		0.00	99.80	9/24/20	10-2660-390-00-500
						\$0.00	\$99.80	Apple	
<b>BMO PROCUREMENT CREDIT CARD - Burrito Parrila</b>									
353087223	102540411	New teacher training		92,020		0.00	165.55	9/24/20	10-2540-411-00-600
						\$0.00	\$165.55	Burrito Parrila	
<b>BMO PROCUREMENT CREDIT CARD - Caliendos</b>									
353087224	102540411	Mentor lunch		92,020		0.00	172.77	9/24/20	10-2540-411-00-600
						\$0.00	\$172.77	Caliendos	
<b>BMO PROCUREMENT CREDIT CARD - ILMEA</b>									
354092080	101110310	Music education participation fee		92,020		0.00	50.00	9/24/20	10-1110-310-00-200
						\$0.00	\$50.00	ILMEA	
<b>BMO PROCUREMENT CREDIT CARD - Jamf</b>									
352382766	10-2660-390-000-000	Zulu license		92,020		0.00	350.00	9/24/20	10-2660-390-00-500
353087225	10-2660-390-000-000	Zulu license		92,020		0.00	35.00	9/24/20	10-2660-390-00-500
						\$0.00	\$385.00	Jamf	
<b>BMO PROCUREMENT CREDIT CARD - Jersey Mike's</b>									
353895508	102540411	Institute day lunch		92,020		0.00	305.50	9/24/20	10-2540-411-00-600
						\$0.00	\$305.50	Jersey Mike's	
<b>BMO PROCUREMENT CREDIT CARD - Menards</b>									
353087222	202540410	Supplies Maintenance		92,020		0.00	21.96	9/24/20	20-2540-410-00-601
						\$0.00	\$21.96	Menards	
<b>BMO PROCUREMENT CREDIT CARD - Meyer plumbing</b>									
354035562	202540410	repair for custodian closet		92,020		0.00	226.30	9/24/20	20-2540-410-00-601
						\$0.00	\$226.30	Meyer plumbing	
<b>BMO PROCUREMENT CREDIT CARD - National Geographic GeoBee</b>									
353720236	101110310	GeoBee registration - Steve K		92,020		0.00	100.00	9/24/20	10-1110-310-00-200
						\$0.00	\$100.00	National Geographic GeoBee	
<b>BMO PROCUREMENT CREDIT CARD - Senorashby</b>									
354207786	101110310	Spanish online subscription - Laura K		92,020		0.00	23.88	9/24/20	10-1110-310-00-200



# Open Accounts Payable List

Printed: 09/17/2020 11:17:32AM  
Winfield School District #34

Vendor Name								Due	
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #
58727	10-1200-410-000-4620	Guided therapy subscription - Shona		92.020	0000210098	199.00	199.00	9/24/20	10-1200-410-00-000-462000-301
						199.00	199.00		
<b>FGM Architects Inc.</b>									
20-2822.01-2	602530316	Flood testing laboratories		92.020		0.00	1,595.00	9/24/20	60-2530-530-00-600
						0.00	1,595.00		
<b>Fluency &amp; Fitness</b>									
240	101110310	Year subscription - 1st Grade		92.020	0000210095	0.00	250.00	9/24/20	10-1110-310-00-200
						0.00	250.00		
<b>Follett School Solutions Inc</b>									
735275	102220430	Books - L Bothwell		92.020	0000210100	0.00	24.23	9/24/20	10-2220-430-00-201
735275	102220430	Books - L Bothwell		92.020	0000210100	0.00	310.43	9/24/20	10-2220-430-00-201
733353	102220430	Books - L Bothwell		92.020	0000210094	0.00	14.83	9/24/20	10-2220-430-00-201
733353	102220430	Books - L Bothwell		92.020	0000210094	0.00	218.66	9/24/20	10-2220-430-00-201
						0.00	568.15		
<b>Fox Valley Fire &amp; Safety Company, Inc</b>									
380526	202540323	Backflow preventer repair		92.020		0.00	1,563.80	9/24/20	20-2540-323-00-601
380101	202540323	Insp fire sprinkler system		92.020		0.00	575.00	9/24/20	20-2540-323-00-601
						0.00	2,138.80		
<b>Grainger</b>									
9619557250	202540411	Circuit breaker		92.020		0.00	110.50	9/24/20	20-2540-410-00-601
9633298501	202540411	Link V-belt		92.020		0.00	56.00	9/24/20	20-2540-410-00-601
						0.00	166.50		
<b>Higher Ground</b>									
59503	10-1100-100-412-4600	iPad cases - replacement cases		92.020	0000210091	0.00	924.00	9/24/20	10-1100-412-00-000-4600-301
						0.00	924.00		
<b>Hodges Loizzi Eisenhammer Rodick &amp; Kohn LLP</b>									
49507	102310318	Legal Fees		92.020		8,985.06	8,985.06	9/24/20	10-2310-318-00-600
						8,985.06	8,985.06		
<b>ILLINOIS PRINCIPALS ASSOCIATION</b>									
	102410640	Principal Membership Dues		92.020		0.00	399.00	9/24/20	10-2410-640-00-200
						0.00	399.00		
<b>IMAGETEC</b>									
609515	102540312	Copier Central		92.020		0.00	2,849.93	9/24/20	10-2540-325-02-600
609515	102540311	Copier Primary		92.020		0.00	1,534.57	9/24/20	10-2540-325-01-600

# Open Accounts Payable List

Printed: 09/17/2020 11:17:32AM  
Winfield School District #34

Vendor Name		Description	Claim #	Batch #	P.O. #	Dir. Dep.	Due		
Invoice #	A.S.N.						Amount	Date	State Account #
						0.00	4,384.50		
<b>INDUSTRIAL APPRAISAL CO.</b>									
8500200	102310317	Annual Audit		92,020		0.00	280.00	9/24/20	10-2310-317-00-600
						0.00	280.00		
<b>LAKESHORE LEARNING MATERIALS</b>									
4166040920	101110410	Ruled chart tablet - Kate Cyrus		92,020	0000210097	0.00	32.97	9/24/20	10-1110-410-00-200
						0.00	32.97		
<b>MURPHY ACE HARDWARE</b>									
923796	202540410	Supplies Maintenance		92,020		0.00	79.44	9/24/20	20-2540-410-00-601
923800	202540410	Supplies Maintenance		92,020		0.00	17.07	9/24/20	20-2540-410-00-601
923834	202540410	Supplies Maintenance		92,020		0.00	16.34	9/24/20	20-2540-410-00-601
923911	202540410	Supplies Maintenance		92,020		0.00	32.90	9/24/20	20-2540-410-00-601
923917	202540410	Credit for return		92,020		0.00	(19.99)	9/24/20	20-2540-410-00-601
924260	202540410	Supplies maintenance		92,020		0.00	126.42	9/24/20	20-2540-410-00-601
						0.00	252.18		
<b>Net56 Inc</b>									
13341	10-2660-390-000-000	Technology Purchase Services		92,020		3,109.00	3,109.00	9/24/20	10-2660-390-00-500
13325	10-2660-390-000-000	Technology Purchase Services		92,020		11,769.50	11,769.50	9/24/20	10-2660-390-00-500
						14,878.50	14,878.50		
<b>Nicor Gas</b>									
	202540466	Heating Central		92,020		0.00	347.93	9/24/20	20-2540-465-02-600
						0.00	347.93		
<b>OFFICE DEPOT</b>									
118544166001	101110410	Supplies - Amanda & Andrea		92,020	0000210088	0.00	3.87	9/24/20	10-1110-410-00-200
118544166001	101110410	Supplies - Amanda & Andrea		92,020	0000210088	0.00	21.31	9/24/20	10-1110-410-00-200
118544166001	101110410	Supplies - Amanda & Andrea		92,020	0000210088	0.00	3.82	9/24/20	10-1110-410-00-200
						0.00	29.00		
<b>ONE CALL NOW</b>									
54661823890	202540340	Parent broadcast plan		92,020		0.00	529.40	9/24/20	20-2540-340-00-600
						0.00	529.40		
<b>PMA LEASING, INC</b>									
Sept 2020	102540311	Copier Primary		92,020		388.31	388.31	9/24/20	10-2540-325-01-600
Sept 2020	102540312	Copier Central		92,020		721.17	721.17	9/24/20	10-2540-325-02-600
						1,109.48	1,109.48		

# Open Accounts Payable List

Printed: 09/17/2020 11:17:32AM

Winfield School District #34

Vendor Name								Due	
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #
<b>REALLY GOOD STUFF</b>									
7362514	101110410	Supplies - Lisa Angelacos		92,020	0000210052	0.00	115.98	9/24/20	10-1110-410-00-200
7362514	101110410	Supplies - Lisa Angelacos		92,020	0000210052	0.00	11.99	9/24/20	10-1110-410-00-200
7362514	101110410	Supplies - Lisa Angelacos		92,020	0000210052	0.00	14.99	9/24/20	10-1110-410-00-200
7362514	101110410	Supplies - Lisa Angelacos		92,020	0000210052	0.00	13.99	9/24/20	10-1110-410-00-200
7362514	101110410	Supplies - Lisa Angelacos		92,020	0000210052	0.00	69.99	9/24/20	10-1110-410-00-200
7362514	101110410	Supplies - Lisa Angelacos		92,020	0000210052	0.00	45.99	9/24/20	10-1110-410-00-200
7370344	101110410	Instructional Supplies - David Brach		92,020		0.00	12.98	9/24/20	10-1110-410-00-200
						0.00	285.91		
<b>RICH, MATTHEW E.</b>									
	202540340	Telephone		92,020		50.00	50.00	9/24/20	20-2540-340-00-600
						50.00	50.00		
<b>ROE Professional Services #19 DuPage</b>									
4026172793	102320310	Prof Devel - Leaders Helping others succeed		92,020		0.00	200.00	9/24/20	10-2320-310-00-400
						0.00	200.00		
<b>Russo Power Equipment</b>									
SPI10351564	202540321	Oil and oil filter		92,020		0.00	25.95	9/24/20	20-2540-323-00-601
						0.00	25.95		
<b>Savvas Learning</b>									
4026172793	101110410	Instructional Supplies - Laura K		92,020		0.00	845.90	9/24/20	10-1110-410-00-200
						0.00	845.90		
<b>SCHOLASTIC MAGAZINES</b>									
M6970129	101110410	Scholastic Magazines		92,020		0.00	3.27	9/24/20	10-1110-410-00-200
						0.00	3.27		
<b>School Specialty</b>									
308103617099	101110410	Instructional Supplies - Dawn E		92,020		0.00	597.36	9/24/20	10-1110-410-00-200
208126026493	101110410	Instructional Supplies - Dawn E		92,020		0.00	42.77	9/24/20	10-1110-410-00-200
202501733040	101110410	Common Core - 3rd grade		92,020	0000210082	0.00	537.24	9/24/20	10-1110-410-00-200
						0.00	1,177.37		
<b>Shamrock Garden Winfield</b>									
236928	102310410	Flowers for Service recognition		92,020		0.00	260.00	9/24/20	10-2310-410-00-400
						0.00	260.00		
<b>SOLID IMPRESSIONS INC</b>									
50378	102630351	Tiger Times Newsletter - Summer 2020		92,020		0.00	2,657.12	9/24/20	10-2630-350-00-400

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Winfield School District #34

Vendor Name								Due		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #	
						0.00	2,657.12			
<b>Synchrony Bank - Amazon</b>										
799384973965	10-1100-100-412-4600	Headphones - Melissa D		92,020	0000210092	122.88	122.88	9/24/20	10-1100-412-00-000-4600-301	
833696576676	10-1100-100-412-4600	Headphones - Melissa D		92,020	0000210092	254.83	254.83	9/24/20	10-1100-412-00-000-4600-301	
445338855798	10-1100-100-412-4600	Tech supplies - Dave Baum		92,020	0000210096	15.59	15.59	9/24/20	10-1100-412-00-000-4600-301	
445338855798	10-1100-100-412-4600	Tech supplies - Dave Baum		92,020	0000210096	10.50	10.50	9/24/20	10-1100-412-00-000-4600-301	
445338855798	10-1100-100-412-4600	Tech supplies - Dave Baum		92,020	0000210096	15.98	15.98	9/24/20	10-1100-412-00-000-4600-301	
563577439839	10-1100-100-412-4600	iPad chargers		92,020	0000210092	349.75	349.75	9/24/20	10-1100-412-00-000-4600-301	
535938666777	202540411	Desk phone - Amanda M		92,020	0000210087	138.88	138.88	9/24/20	20-2540-410-00-601	
839577786775	101110410	Supplies- Sarah B		92,020	0000210080	43.81	43.81	9/24/20	10-1110-410-00-200	
839577786775	101110410	Supplies- Sarah B		92,020	0000210080	40.78	40.78	9/24/20	10-1110-410-00-200	
436447639694	102540411	Report card envelopes		92,020		47.97	47.97	9/24/20	10-2540-411-00-600	
459999494366	101110410	Instructional Supplies - jumbo bags		92,020		167.16	167.16	9/24/20	10-1110-410-00-200	
776887995458	101110410	KNEX - Bob S		92,020	0000210103	1,002.00	1,002.00	9/24/20	10-1110-410-00-200	
678996538974	101110410	Returned novels - LA		92,020		(63.92)	(63.92)	9/24/20	10-1110-410-00-200	
887975837356	101110410	Returned novels - LA		92,020		(15.98)	(15.98)	9/24/20	10-1110-410-00-200	
454389373774	101110410	Wireless doorbell - Jessica P		92,020	0000210090	27.98	27.98	9/24/20	10-1110-410-00-200	
458566884869	10-1100-100-412-4600	iPad cases for new iPads		92,020	0000210085	343.59	343.59	9/24/20	10-1100-412-00-000-4600-301	
768437695778	102220430	Books for library - Laura B		92,020	210081	108.37	108.37	9/24/20	10-2220-430-00-201	
439569637474	101110410	Retuned novel - LA		92,020		(7.99)	(7.99)	9/24/20	10-1110-410-00-200	
455437867694	102660550	iPad cases for SASSED		92,020	0000210077	20.55	20.55	9/24/20	10-2660-550-00-500	
455437867694	102660550	iPad cases for SASSED		92,020	0000210077	319.25	319.25	9/24/20	10-2660-550-00-500	
463757583349	102660550	Toner		92,020	0000210106	65.98	65.98	9/24/20	10-2660-550-00-500	
						3,007.96	3,007.96			
<b>TASC</b>										
1825402	102310390	Admin fees Oct 2020		92,020		0.00	148.26	9/24/20	10-2310-390-00-400	
						0.00	148.26			
<b>Tole, Ergela</b>										
	102310300	Refund field trip fees		92,020		0.00	30.00	9/24/20	10-2310-300-00-400	
						0.00	30.00			
<b>TRS - Excess Salary</b>										
	102320211	TRS Superintendent		92,020		0.00	27.84	9/24/20	10-2320-211-00-100	
						0.00	27.84			
<b>TSA CONSULTING GROUP, INC</b>										
56316	102310390	Admin fees Aug 2020		92,020		50.00	50.00	9/24/20	10-2310-390-00-400	
						50.00	50.00			

# Open Accounts Payable List

Printed: 09/17/2020 11:17:32AM

Winfield School District #34

Vendor Name								Due	
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #
<b>VILLAGE OF WINFIELD</b>									
	202540370	Water - Central School		92,020		0.00	371.06	9/24/20	20-2540-370-02-600
	202540371	Water - Primary School		92,020		0.00	80.27	9/24/20	20-2540-370-01-600
						<u>0.00</u>	<u>451.33</u>		
<b>ZANER-BLOSER SUPERKIDS READING</b>									
10259721	101110410	Welcome back book - 1st grade		92,020		0.00	81.75	9/24/20	10-1110-410-00-200
10260436	101110410	Handwriting WB - 3rd grade		92,020	0000210083	0.00	49.91	9/24/20	10-1110-410-00-200
10260436	101110410	Handwriting WB - 3rd grade		92,020	0000210083	0.00	368.30	9/24/20	10-1110-410-00-200
						<u>0.00</u>	<u>499.96</u>		
						<u>\$30,416.44</u>	<u>\$62,478.99</u>	<b>Report Total</b>	

WINFIELD SCHOOL DISTRICT #34

TREASURER'S REPORT

AUGUST 31, 2020

Chase Bank - GENERAL ACCOUNT

Checking Account #0306 Beginning Balance		\$352,178.40
Deposits And Additions		\$798,154.66
Checks Paid		-\$55,773.92
Electronic Withdrawals		-\$493,863.75
NSF Check Fee		-\$190.00
Chase Fee		-\$370.42
Checking Account #0306 Ending Balance		\$600,134.97
Outstanding Checks		\$115,675.73

Chase Bank - IMPREST ACCOUNT

Checking Account #9100 Beginning Balance		\$2,000.00
Deposits And Additions		\$0.00
Checks Paid		\$0.00
Checking Account #9100 Ending Balance		\$2,000.00
Outstanding Checks		\$0.00

Investments: PMA

General Investment	10990-101	\$4,894,426.95
2005 BONDS TAXABLE	10990-203	\$825,196.18
Capital Account	10990-204	\$165,181.25

Consolidated Funds Cash and Investments

\$5,884,804.38

ISDLAF + LIQ Account - 10990-101

\$887,335.32

ISDMAX Fund

\$4,007,091.63

\$4,894,426.95

2005 BONDS TAXABLE 10990-203

ISDLAF + LIQ Account

\$825,194.85

ISDLAF + MAX Account

\$1.33

\$825,196.18

Capital Account 10990-204

ISDLAF + LIQ Account

\$165,138.80

ISDLAF + MAX Account

\$42.45

\$165,181.25

Fund Balance Report		Month To Date		Year To Date		Fund Balance		
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start Of Year	Current
10	Education Fund	\$177,004.08	\$352,854.45	\$348,992.13	\$615,677.66	\$266,685.53	\$3,512,330.26	\$3,779,015.79
20	Oper, Build, Maint Fund	\$47,513.59	\$40,351.48	\$114,060.79	\$52,720.09	-\$61,340.70	\$571,789.13	\$510,448.43
30	Debt Service Fund Or Fund Group	\$0.00	\$87,640.55	\$0.00	\$114,453.37	\$114,453.37	\$710,742.81	\$825,196.18
40	Transportation Fund	\$0.00	\$36,878.04	\$0.00	\$41,819.27	\$41,819.27	\$120,430.59	\$162,249.86
50	LMRF. / Soc. Sec. Fund	\$6,703.90	\$21,341.17	\$13,639.29	\$32,063.71	\$18,424.42	\$443,513.44	\$461,937.86
60	Capital Projects Fund Or Fund Group	\$2,292.00	\$2.78	\$2,292.00	\$9.44	-\$2,282.56	\$167,463.81	\$165,181.25
70	Working Cash Fund	\$0.00	\$17.46	\$0.00	\$51.14	\$51.14	\$467,183.11	\$467,234.25
		<u>\$233,513.57</u>	<u>\$539,085.93</u>	<u>\$478,084.21</u>	<u>\$856,794.68</u>	<u>\$377,810.47</u>	<u>\$5,993,453.15</u>	<u>\$6,371,263.62</u>

*Douglas McElain*  
Treasurer

# WINFIELD SCHOOL DISTRICT 34

Winfield Primary  
School Winfield  
Central School

0S150 Winfield Road, Winfield, IL 60190  
0S150 Park Street, Winfield, IL 60190

Scott O'Connell  
Email: mccxv@hush.com

RE: Freedom of Information Act Request

August 31, 2020

Dear Mr. O'Connell:

Thank you for contacting Winfield School District 34 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. for commercial purposes.

On August 28, 2020, you requested information:

FOIA #1 - Please provide the record (or records) which detail the anticipated school year attendance for certified staff and students for fiscal year/school year **2015, 2016, 2017, 2018, 2019, 2020 and the upcoming year 2021.**

FOIA #2 - Administration Center for the district was **open to the public** for fiscal year/school year **2015, 2016, 2017, 2018, 2019, 2020 and school year 2021 until today (July 1st through August 28th).**

FOIA #3 - This request is similar to FOIA #2, but it is prospective **for the remaining part of school year 2021** (Monday, August 31 - June 30, 2021). Instead of historical data (FOIA#2), this request is for the record(s) which indicates when the Administrative Center is anticipated to be **open to the public** and the anticipated hours of public access for fiscal year/school year 2021.

In response to the above request the school calendars (student and staff attendance days) and 12 month employee calendars are [here](#) and [ISBE Calendars](#).

Your request is hereby granted within the mandatory five working days response time. If you have any further questions, feel free to contact me.

Thank You.

*Kim Regalado*

FOIA Officer

Plan Type	Current Rate	Monthly Employee Cost	Per Pay Employee Cost	Monthly District Cost	Renewal Rate	Monthly Employee Cost	Per Pay Employee Cost	Monthly District Cost	Employee Difference Per Pay
<b>MBP73436 Blue Choice Select (SMALL PPO)</b>									
Employee Only	\$722.68	\$180.67	\$90.34	\$542.01	\$807.17	\$201.79	\$100.90	\$605.38	\$10.56
Employee + Spouse	\$1,713.92	\$599.87	\$299.94	\$1,114.05	\$1,679.76	\$587.92	\$293.96	\$1,091.84	-\$5.98
Employee + Child	\$1,224.14	\$428.45	\$214.22	\$795.69	\$1,375.16	\$481.31	\$240.65	\$893.85	\$26.43
Full Family	\$2,215.38	\$886.15	\$443.08	\$1,329.23	\$2,247.76	\$899.10	\$449.55	\$1,348.66	\$6.48
<b>MPPC3Q36 Blue Print PPO (LARGE PPO)</b>									
Employee Only	\$818.93	\$204.73	\$102.37	\$614.20	\$926.17	\$231.54	\$115.77	\$694.63	\$13.41
Employee + Spouse	\$1,941.94	\$679.68	\$339.84	\$1,262.26	\$1,927.44	\$674.60	\$337.30	\$1,252.84	-\$2.54
Employee + Child	\$1,387.01	\$485.45	\$242.73	\$901.56	\$1,577.92	\$552.27	\$276.14	\$1,025.65	\$33.41
Full Family	\$2,510.12	\$1,004.05	\$502.02	\$1,506.07	\$2,579.19	\$1,031.68	\$515.84	\$1,547.51	\$13.81
<b>MHVBV02C Blue Adv HMO Value Choice (HMO)</b>									
Employee Only	\$728.45	\$182.11	\$91.06	\$546.34	\$810.36	\$202.59	\$101.30	\$607.77	\$10.24
Employee + Spouse	\$1,727.60	\$604.66	\$302.33	\$1,122.94	\$1,686.41	\$590.24	\$295.12	\$1,096.17	-\$7.21
Employee + Child	\$1,233.91	\$431.87	\$215.93	\$802.04	\$1,380.61	\$483.21	\$241.61	\$897.40	\$25.67
Full Family	\$2,233.06	\$893.22	\$446.61	\$1,339.84	\$2,256.66	\$902.66	\$451.33	\$1,354.00	\$4.72

Plan Type	Current Rate	Monthly Employee Cost	Per Pay Employee Cost	Monthly District Cost
Metlife Dental				
Employee Only	\$45.37	\$11.34	\$5.67	\$34.03
Employee + Spouse	\$103.06	\$36.07	\$18.04	\$66.99
Employee + Child	\$87.19	\$30.52	\$15.26	\$56.67
Full Family	\$146.67	\$58.67	\$29.33	\$88.00

NAME	TITLE	First Year in Winfield 34	EIS - YEARS OF EXPERIENCE IN IL	Education	BASE SALARY	BONUS	PENSION CONTRIBUTION	HEALTH / DENTAL INSURANCE	LIFE INSURANCE	IMRF BOARD CONTRIBUTIONS 12.21%	THIS BOARD CONTRIBUTIONS 0.92%	TRS BOARD CONTRIBUTIONS 0.58%	SICK DAYS GRANTED	PERSONAL DAYS GRANTED	VACATION DAYS GRANTED	ANNUITY	OTHER FORMS OF COMPENSATION	Total Compensation Package
ANGELACOS, LISA M.	5th Grade Teacher	1989 - Fall	33	MA+45	\$106,764.63	\$2,000.00	NONE	\$7,701.57	\$217.80	\$0.00	\$982.23	\$619.23	20	2	0	NONE	NONE	\$118,285.47
BLAKE, ANTOINE	Buildings & Grounds Supervisor	2017 - Spring		HS	\$62,467.49	\$1,400.00	NONE	\$11,448.92	\$127.43	\$7,627.28	\$0.00	\$0.00	10	3	11	NONE	NONE	\$83,071.12
BOTHWELL, LAURA	Library Technician	2020 - Fall		BA	\$15,100.00	\$0.00	NONE	\$0.00	\$30.80	\$1,843.71	\$0.00	\$0.00	10	1	0	NONE	NONE	\$16,974.51
BRACH, DAVID R.	4th Grade Teacher	1999 - Fall	22	MA+15	\$84,147.64	\$2,000.00	NONE	\$7,672.86	\$171.66	\$0.00	\$774.16	\$488.06	22	2	0	NONE	NONE	\$95,254.38
BRACKMANN, SARAH A.	Kindergarten Teacher	2001 - Fall	17.5	MA+15	\$74,273.29	\$2,000.00	NONE	\$0.00	\$151.52	\$0.00	\$683.31	\$430.79	15	2	0	NONE	NONE	\$77,538.91
BURT, AMANDA K.	3rd Grade Teacher	2015 - Fall	5	BA	\$51,240.91	\$1,500.00	NONE	\$16,925.90	\$104.53	\$0.00	\$471.42	\$297.20	15	2	0	NONE	NONE	\$70,539.96
CONRAD, SUSAN C.T.	Administrative Assistant	2013 - Fall		HS	\$32,185.93	\$1,400.00	NONE	\$8,097.11	\$65.66	\$3,929.90	\$0.00	\$0.00	10	3	0	NONE	NONE	\$45,678.60
CYRUS, CATHERINE J.	Kindergarten Teacher	1995 - Fall	18.5	MA+30	\$84,984.61	\$2,000.00	NONE	\$0.00	\$173.37	\$0.00	\$781.86	\$492.91	20	2	0	NONE	NONE	\$88,432.75
DAVE, SHONA	Social Worker	2004 - Spring	18.4	MA	\$85,856.30	\$2,000.00	NONE	\$13,906.00	\$175.15	\$0.00	\$789.88	\$497.97	17	2	0	NONE	NONE	\$103,225.29
DOUCET, MELISSA M.	Instructional Coordinator	2012 - Fall	16	MA+15	\$72,797.68	\$2,000.00	NONE	\$0.00	\$148.51	\$0.00	\$669.74	\$422.23	15	2	0	NONE	NONE	\$76,038.15
DUPREE, MARY E.	Paraprofessional	2001 - Fall		BA	\$23,046.13	\$1,400.00	NONE	\$7,701.57	\$47.01	\$2,813.93	\$0.00	\$0.00	10	3	0	NONE	NONE	\$35,008.65
EATON, DAWN M.	Art Teacher	2016 - Fall	9.92	BA	\$35,490.46	\$1,500.00	NONE	\$0.00	\$0.00	\$0.00	\$326.51	\$205.84	7.5	1	0	NONE	NONE	\$37,522.82
ETCHINGHAM, KAITLYN	2nd Grade Teacher	2017 - Fall	8	MA	\$57,507.79	\$1,500.00	NONE	\$0.00	\$117.32	\$0.00	\$529.07	\$333.55	15	2	0	NONE	NONE	\$59,987.72
FERNANDEZ, KARINA O.	Custodian	2017 - Spring		HS	\$27,268.80	\$1,400.00	NONE	\$7,701.57	\$55.63	\$3,329.52	\$0.00	\$0.00	10	3	11	NONE	NONE	\$39,755.52
FIRST, REBECCA A.	Language Arts Teacher	2013 - Fall	13	MA	\$71,692.95	\$2,000.00	NONE	\$408.33	\$146.25	\$0.00	\$659.58	\$415.82	15	2	0	NONE	NONE	\$75,322.93
GALLOIS, DOUGLAS	Director of Business Services	2011 - Summer		MA+30	\$48,000.00	\$0.00	NONE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	0	0	NONE	NONE	\$48,000.00
GARRETTSON, REBECCA A.	Learning Behavior Specialist	2008 - Fall	13.5	MA+30	\$72,903.17	\$2,000.00	NONE	\$17,239.90	\$148.72	\$0.00	\$670.71	\$422.84	17	2	0	NONE	NONE	\$93,385.34
GAVIN, SUSAN	2nd Grade Teacher	2013 - Fall & 2017 - Fall	11	MA	\$62,467.49	\$1,500.00	NONE	\$0.00	\$127.43	\$0.00	\$574.70	\$362.31	15	2	0	NONE	NONE	\$65,031.94
GUERRERO ORTEGA, AILYN	Custodian	2017 - Fall		HS	\$13,239.20	\$700.00	NONE	\$0.00	\$0.00	\$1,616.51	\$0.00	\$0.00	5	1.5	5.5	NONE	NONE	\$15,555.71
GUERRERO, EDUARDO	Maintenance/Custodian	2007 - Fall		MS	\$35,048.00	\$1,400.00	NONE	\$7,701.57	\$71.50	\$4,279.36	\$0.00	\$0.00	10	3	21	NONE	NONE	\$48,500.43
GUERRERO, LETICIA	Custodian	2007 - Fall		MS	\$32,531.20	\$1,400.00	NONE	\$7,973.32	\$66.36	\$3,972.06	\$0.00	\$0.00	10	3	21	NONE	NONE	\$45,942.95
HEMPE, SUSAN K.	1st Grade Teacher	2007 - Fall	14.7	MA	\$68,048.19	\$2,000.00	NONE	\$8,743.86	\$138.82	\$0.00	\$626.04	\$394.68	17	2	0	NONE	NONE	\$79,951.59
HONAKER, JESSICA L.	Physical Education Teacher / Athletic Director	2016 - Fall	4	BA	\$50,163.88	\$1,500.00	NONE	\$7,672.86	\$102.33	\$0.00	\$461.51	\$290.95	15	2	0	NONE	NONE	\$60,191.53
HONAKER, LISA A.	Bookkeeper / Payroll / CSBO Candidate	2017 - Summer		MA	\$85,000.00	\$0.00	NONE	\$7,672.86	\$173.40	\$10,378.50	\$0.00	\$0.00	10	3	11	NONE	NONE	\$103,224.76
KAHLFELDT, LAURA A.	Foreign Language Teacher	2000 - Fall	21	BA	\$67,961.28	\$1,500.00	NONE	\$11,448.84	\$138.64	\$0.00	\$625.24	\$394.18	17	2	0	NONE	NONE	\$82,068.18
KAHLFELDT, STEVE R.	Social Studies Teacher	2001 - Fall	22.6	MA	\$75,291.76	\$2,000.00	NONE	\$7,701.57	\$153.60	\$0.00	\$692.68	\$436.69	22	2	0	NONE	NONE	\$86,276.30
LEISERING, BRIAN J.	Language Arts Teacher	2015 - Fall	11	MA	\$62,843.92	\$2,000.00	NONE	\$0.00	\$128.20	\$0.00	\$578.16	\$364.49	15	2	0	NONE	NONE	\$65,914.78
MACMILLAN, MARIANINA	4th Grade Teacher	1999 - Fall	22	MA	\$80,018.86	\$2,000.00	NONE	\$8,097.11	\$163.24	\$0.00	\$736.17	\$464.11	22	2	0	NONE	NONE	\$91,479.49
MALETICH, AMANDA	Learning Behavior Specialist	2020 - Fall	8	BA	\$54,250.00	\$0.00	NONE	\$0.00	\$110.67	\$0.00	\$499.10	\$314.65	15	1	0	NONE	NONE	\$55,174.42
MARTINEZ, TRISHA	Nurse	2017 - Fall		MA	\$58,176.61	\$1,500.00	NONE	\$11,177.09	\$118.68	\$0.00	\$535.22	\$337.42	15	2	0	NONE	NONE	\$71,845.03
MCDERMOTT, MEGAN	Learning Behavior Specialist	2017 - Fall	11	BA	\$61,390.46	\$1,000.00	NONE	\$0.00	\$125.24	\$0.00	\$564.79	\$356.06	15	2	0	NONE	NONE	\$63,436.55
NAPOLITANO, MARY LISA	1st Grade Teacher	1991 - Fall	29.5	MA+15	\$92,976.63	\$2,000.00	NONE	\$17,239.90	\$189.67	\$0.00	\$855.38	\$539.26	22	2	0	NONE	NONE	\$113,800.85
NASIOPULOS, SONJA K.	3rd Grade Teacher	2013 - Fall	7.5	BA	\$53,396.08	\$1,500.00	NONE	\$7,672.86	\$108.93	\$0.00	\$491.24	\$309.70	15	2	0	NONE	NONE	\$63,478.81
NELSON, CORINNE ELLEN	Science Teacher	1993 - Fall	28	MA+30	\$96,695.68	\$2,000.00	NONE	\$11,448.84	\$197.26	\$0.00	\$889.60	\$560.83	3	2	0	NONE	NONE	\$111,792.21
NELSON, ELIZABETH A.	Math Teacher	2016 - Fall	14	MA	\$69,888.20	\$2,000.00	NONE	\$0.00	\$142.57	\$0.00	\$642.97	\$405.35	15	2	0	NONE	NONE	\$73,079.90
PETERS, JESSICA M.	Psychologist	2005 - Fall	17.5	MA+45	\$78,565.67	\$2,000.00	NONE	\$11,406.33	\$160.27	\$0.00	\$722.80	\$455.68	17	2	0	NONE	NONE	\$93,310.76
REGALADO, KIMBERLY A.	District Secretary / Administrative Assistant	2008 - Fall		BA	\$50,760.00	\$1,400.00	NONE	\$0.00	\$103.55	\$6,197.80	\$0.00	\$0.00	10	3	21	NONE	NONE	\$58,461.35
REINKE, DAWN L.	Principal	2011 - Summer	25	MA+60	\$136,893.58	\$0.00	\$13,538.91	\$24,366.00	\$279.26	\$0.00	\$1,259.42	\$793.98	15	3	30	NONE	NONE	\$163,592.25
RICH, MATTHEW E.	Superintendent	2017 - Summer	21	Ed.D.+50	\$176,553.79	\$0.00	\$19,650.62	\$32,710.32	\$612.00	\$0.00	\$1,624.29	\$1,024.01	15	2	25	NONE	\$600.00	\$212,524.42
ROGERS, STEPHEN R.	Learning Behavior Specialist	2016 - Fall	10	BA+15	\$65,129.15	\$1,500.00	NONE	\$680.08	\$132.86	\$0.00	\$599.19	\$377.75	15	2	0	NONE	NONE	\$68,419.03
ROOP, ALLIE	Preschool Teacher	2020 - Fall	5	MA	\$58,390.00	\$0.00	NONE	\$7,672.86	\$119.12	\$0.00	\$537.19	\$338.66	15	1	0	NONE	NONE	\$67,057.83
ROSENBAUM, LINDA A.	Paraprofessional	2015 - Fall		HS	\$20,389.58	\$1,400.00	NONE	\$7,944.61	\$41.59	\$2,489.57	\$0.00	\$0.00	10	3	0	NONE	NONE	\$32,265.35
SAMULSKI, JULIE	Administrative Assistant / Accounts Payable	2017 - Fall		HS	\$47,327.30	\$1,400.00	NONE	\$13,957.87	\$96.55	\$5,778.66	\$0.00	\$0.00	10	3	11	NONE	NONE	\$68,560.38
SCHMITTGENS, ANDREA	Speech / Language Pathologist	2020 - Fall	0	MA	\$58,390.00	\$0.00	NONE	\$0.00	\$119.12	\$0.00	\$537.19	\$338.66	15	1	0	NONE	NONE	\$59,384.97
SERBICK, RAYMOND G.	Physical Education Teacher	2003 - Fall	26	MA	\$85,856.30	\$2,000.00	NONE	\$0.00	\$175.15	\$0.00	\$789.88	\$497.97	20	2	0	NONE	NONE	\$89,319.29
SIEMIENKOWICZ, ROBERT G.	Music Teacher	1999 - Fall	30	MA+30	\$99,763.06	\$2,000.00	NONE	\$1,056.02	\$203.52	\$0.00	\$917.82	\$578.63	22	2	0	NONE	NONE	\$104,519.05
SMOLUCHA, PATRICIA M.	Paraprofessional	2000 - Fall		BA	\$24,816.40	\$1,400.00	NONE	\$803.87	\$50.63	\$3,030.08	\$0.00	\$0.00	10	3	0	NONE	NONE	\$30,100.98
TOMAN, KATHLEEN	Paraprofessional	2007 - Fall		HS	\$20,527.15	\$1,400.00	NONE	\$11,824.78	\$41.88	\$2,506.37	\$0.00	\$0.00	10	3	0	NONE	NONE	\$36,300.17
WDOWIARZ, MATTHEW J.	5th Grade Teacher	2013 - Fall	13	MA	\$66,559.13	\$2,000.00	NONE	\$11,396.53	\$135.78	\$0.00	\$612.34	\$386.04	15	2	0	NONE	NONE	\$81,089.82
WINKELMAN, DAWN	Director of Student Services	2011 - Fall	31.7	MA+45	\$67,883.86	\$0.00	NONE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	0	0	NONE	NONE	\$67,883.86
WOZNAK, BRITTANY C.	Administrative Assistant	2017 - Fall		BA	\$18,102.37	\$1,400.00	NONE	\$8,743.86	\$36.93	\$2,210.30	\$0.00	\$0.00	10	3	0	NONE	NONE	\$30,493.46

# Board of Education Information

**To:** Board of Education  
**From:** Matt Rich  
**Date:** August 27, 2020  
**Re:** First Reading of Policies

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## **Recommendation:**

It is the recommendation of the Superintendent to approve the first reading of the below policies.

### Draft Update

2:260, Uniform Grievance Procedure- *Answers Required*  
5:10, Equal Employment Opportunity and Minority Recruitment  
5:20, Workplace Harassment Prohibited  
5:100, Staff Development Program  
5:220, Substitute Teachers  
5:330, Sick Days, Vacation, Holidays, and Leaves  
7:10, Equal Educational Opportunities-*Answers Required*  
7:20, Harassment of Students Prohibited  
7:180, Prevention of and Response to Bullying, Intimidation, and Harassment  
7:185, Teen Dating Violence Prohibited

### Draft Update-New

2:265, Title IX Sexual Harassment Grievance Procedure - *Answers Required*

## Document Status: Draft Update

### BOARD OF EDUCATION

#### 2:260 Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights guaranteed under the federal & Illinois laws indicated below, or have a complaint regarding any one of the following: [PRESSPlus1](#)

1. Title II of the Americans with Disabilities Act, [42 U.S.C. §12101 et seq.](#)
2. Title IX of the Education Amendments of 1972, [20 U.S.C. §1681 et seq.](#), excluding Title IX sexual harassment complaints governed by policy 2:265, [Title IX Sexual Harassment Grievance Procedure](#)
3. Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. §791 et seq.](#)
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d [et seq.](#)
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e [et seq.](#)
6. Sexual harassment [prohibited by the](#) (State Officials and Employees Ethics Act, [5 ILCS 430/70-5\(a\)](#); Illinois Human Rights Act, [775 ILCS 5/](#); and Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e et seq.](#) and ~~Title IX of the Education Amendments of 1972~~) [\(Title IX sexual harassment complaints are addressed under policy 2:265, Title IX Sexual Harassment Grievance Procedure\)](#)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. [Curriculum, instructional materials, and/or programs](#)
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information [prohibited by the](#) (Illinois Genetic Information Privacy Act (~~GIPA~~), 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act (~~GINA~~), 42 U.S.C. §2000ff [et seq.](#)
16. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

#### Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

#### Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

#### Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the

Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy ~~2:260, Uniform Grievance Procedure~~.

### Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an opportunity to present evidence during an investigation. If the Complainant is a student, under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days ~~or~~ after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

### Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days ~~or~~ after the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

### Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. [Q1](#)

The Superintendent shall appoint at least one Complaint Manager to administer ~~the complaint process in~~ this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

### **Nondiscrimination Coordinator:**

OS150 Park St., Winfield, IL 60190

dwinkelman@winfield34.org

630-909-4909

**Complaint Managers:**

Dr. Matt Rich

OS150 Park St., Winfield, IL 60190

mrich@winfield34.org

630-909-4989

Rebecca First

OS150 Park St., Winfield, IL 60190

Rfirst@winfield34.org

630-909-4967

**LEGAL REF.:**

Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.

Americans With Disabilities Act, 42 U.S.C. §12101 et seq.

Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.

Equal Pay Act, 29 U.S.C. §206(d).

Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.

Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.

McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.

Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.

Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.

Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.; 34 C.F.R. Part 106

State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).

105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60, 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.

Illinois Genetic Information Privacy Act, 410 ILCS 513/.

Illinois Whistleblower Act, 740 ILCS 174/.

Illinois Human Rights Act, 775 ILCS 5/.

Victims' Economic Security and Safety Act, 820 ILCS 180/, 56 Ill.Admin.Code Part 280.

Equal Pay Act of 2003, 820 ILCS 112/.

Employee Credit Privacy Act, 820 ILCS 70/.

23 Ill.Admin.Code §§1.240 and 200-40.

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

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## Questions and Answers:

\*\*\*Required Question 1. A district must prominently display its Title IX non-discrimination policies (this policy 2:260, *Uniform Grievance Procedure*, and policy 2:265, *Title IX Sexual Harassment Grievance Procedure*) and contact information for its Title IX coordinator(s) on its website, if any, and in each handbook made available to students, applicants for employment, parents/guardians, employees, and collective bargaining units. 34 C.F.R. §106.8(a) and (b). Notifications must state that nondiscrimination extends to employment, and that inquiries about the application of Title IX and its regulations may be referred to the district's Title IX coordinator, to the U.S. Dept. of Education's Assistant Secretary of Education, or both. 34 C.F.R. §106.8(b). See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com).

Title IX regulations require districts to designate and authorize at least one employee to coordinate efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX coordinator by name, office address, email address, and telephone number.

The Nondiscrimination and Title IX Coordinator(s) need not be the same person. Does the District's Nondiscrimination Coordinator also serve as the Title IX Coordinator?

- The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. (default)
- The Nondiscrimination Coordinator does not serve as the District's Title IX Coordinator. (IASB will list the District's Title IX Coordinator separately in policies 2:260, 5:10, 5:20, 7:20, and 7:180 and make any other necessary changes to these policies.) The District's Title IX Coordinator's name, office address, email address, and telephone number are:

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## PRESSPlus Comments

PRESSPlus 1. The items listed are updated for continuous improvement and to explicitly direct any sexual harassment complaints involving Title IX to **NEW** policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. **Issue 105, August 2020**

# Document Status: Draft Update - New

## 2:265 Title IX Sexual Harassment Grievance Procedure

### *New/Unpublished Section*

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106)<sup>PRESSPlus1</sup> concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.<sup>PRESSPlus2</sup>

### Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:<sup>PRESSPlus3</sup>

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;<sup>PRESSPlus4</sup> or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).<sup>PRESSPlus5</sup>

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

### Definitions from 34 C.F.R. §106.30

*Complainant* means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

*Education program or activity* includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

*Formal Title IX Sexual Harassment Complaint* means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

*Respondent* means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

*Supportive measures* mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.<sup>PRESSPlus6</sup>

### Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff pursuant to policy 5:100, *Staff Development Program*, and as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal,<sup>Q1</sup> Dean of Students,<sup>Q2</sup> or a Complaint Manager.<sup>PRESSPlus7</sup>
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.<sup>PRESSPlus8</sup>

## Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. [PRESSPlus9](#) A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator. [PRESSPlus10](#)

### **Title IX Coordinator:**

Name

Address

Email

Telephone

## Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*. [PRESSPlus11](#)

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. [PRESSPlus12](#) For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; [PRESSPlus13](#) 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

## Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation. [PRESSPlus14](#)

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. [PRESSPlus15](#) The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
  - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
  - b. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially. [PRESSPlus17](#)

4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on [Q3](#) issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard. [Q4](#)
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. [PRESSPlus16](#)

### Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. [PRESSPlus17](#) Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law. [PRESSPlus18](#)

### Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*. [PRESSPlus19](#)

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

### LEGAL REF.:

20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct, and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior)

### **Questions and Answers:**

\*\*\*Required Question 1. Does the District employ Assistant Principals?

- Yes (default)
- No (IASB will remove Assistant Building Principal references from the policy)

\*\*\*Required Question 2. Does the District employ a Dean of Students?

- Yes (default)
- No (IASB will remove Dean of Students references from the policy)

\*\*\*Required Question 3. 34 C.F.R. §106.45(b)(1) lists the basic requirements for a grievance process. While live hearings are only required for postsecondary institutions, elementary and secondary schools may choose to offer them as part of their grievance process. **Consult the board attorney if the board wants the district to use a live hearing in its grievance process.**

Will the District use a live hearing during the grievance process?

- No (default)
- Yes (IASB will amend #5 by inserting the following after "receive training on": "any technology to be used at a live hearing and on")

\*\*\*Required Question 4. 34 C.F.R. §106.45(b)(1)(vii) requires the Title IX sexual harassment grievance process to state the standard of evidence it will use to determine responsibility of the respondent. The standard of evidence selected must be applied "consistently to formal complaints alleging Title IX sexual harassment regardless of whether the respondent is a student or an employee." 85 Fed. Reg. 30373. This policy uses the *preponderance of the evidence* standard, not the *clear and convincing evidence* standard. *Preponderance of the evidence* is a standard used in civil cases. It means "the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force." See *Black's LawDictionary, 11th ed. 2019*. *Preponderance of the evidence* is the standard used in sample policy 2:260, *Uniform Grievance Procedure*. *Clear and convincing* is a higher standard, requiring more than *preponderance of the evidence* but less than proof beyond a reasonable doubt. It means "evidence indicating that the thing to be proved is highly probable or reasonably certain." See *Black's LawDictionary, 11th ed. 2019*. **Consult the board attorney regarding the appropriate standard for the district, as well as implications if a different standard is used in this policy than in 2:260, Uniform Grievance Procedure.** Ensure the same standard of evidence is used in the district's implemented administrative procedure 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*.

Which standard of proof has the Board adopted for policy 2:265?

- Preponderance of evidence (default)
- Clear and convincing evidence (IASB will replace "preponderance of" with "clear and convincing")

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## PRESSPlus Comments

PRESSPlus 1. The final Title IX regulations are eff. 8-14-20; however, their complexity and scope means that districts are unlikely to finalize policies until after the effective date. It is important for school officials to discuss Title IX requirements with their board attorneys, to ensure full implementation and to reduce risks based on Title IX's intersection with local and State laws and regulations. See the **PRESS** Issue 105 Update Memo, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com), for more information. **Issue 105, August 2020**

PRESSPlus 2. Title IX of the Education Amendments of 1972 (Title IX)(20 U.S.C. §1681 *et seq.*) requires this subject matter be covered by policy and controls this policy's content. This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Employee grievance procedures are a mandatory subject of bargaining and cannot be changed without the employee exclusive representative's consent. This policy and its companion policy 2:260, *Uniform Grievance Procedure*, are in addition to, and not a substitute for, the employee grievance procedure contained in a collective bargaining agreement.

For the sake of consistency and ease of administration, this policy addresses only Title IX sexual harassment grievances, except those contained in collective bargaining agreements. See the cross references for the policies referring to this Title IX sexual harassment grievance procedure policy.

A district must have at least one policy explicitly stating it does not discriminate on the basis of sex in its education programs or activities under Title IX and its implementation regulations (34 C.F.R. Part 106). 34 C.F.R. §106.8(b)(1). Title IX jurisdiction is geographically limited to discrimination against a person in the United States. 34 C.F.R. §106.8(d). Though all complaints of sexual harassment may not constitute sexual harassment under Title IX, Title IX's reach is broad because an alleged complainant or alleged respondent may be *anyone* in the District's educational program or activity in the United States – including applicants for employment, students, parents/guardians, any employee, and third parties. **Issue 105, August 2020**

PRESSPlus 3. 34 C.F.R. §106.30. The definition of *sexual harassment* in the policy and in Title IX includes *unwelcome* conduct. Id. However, case law does not always distinguish between *welcome* and *unwelcome* conduct. See Mary M. v. North Lawrence Community Sch. Corp., 131 F.3d 1220 (7th Cir. 1997) (8th grade student did not need to show that a school employee's sexual advances were *unwelcome* in order to prove sexual harassment). **Issue 105, August 2020**

PRESSPlus 4. 34 C.F.R. §106.30. This behavior is commonly called *quid pro quo* sexual harassment. See 85 Fed. Reg. 30036, f/n 94. By using the term *individual*, Title IX regulations do not limit *quid pro quo* sexual harassment to situations where the provision of an aid, benefit or service by an employee is conditioned on a current *student's* participation in unwelcome sexual conduct. By way of example, *quid pro quo* Title IX sexual harassment involving an employee and an individual other than a current student may be implicated when: an employee tells a former student she can only get a letter of recommendation if she participates in unwelcome sexual conduct; an employee selects a volunteer for a coveted field trip chaperone position if he participates in unwelcome sexual conduct; or a supervisory employee subjects a subordinate employee to unwelcome sexual conduct in exchange for a promotion. **Issue 105, August 2020**

PRESSPlus 5. See sample exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com), for these definitions and other definitions of italicized terms in this policy. **Issue 105, August 2020**

PRESSPlus 6. See sample administrative procedure 2:265-AP1, *Title IX Sexual Harassment Response*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com), for further discussion of supportive measures. **Issue 105, August 2020**

PRESSPlus 7. If the Board's policy 5:100, *Staff Development Program*, does not include the paragraphs listing trainings (from footnote 4 of sample policy 5:100), IASB will remove the phrase ~~pursuant to policy 5:100, Staff Development Program~~, and. **Issue 105, August 2020**

PRESSPlus 8. A district must prominently display its Title IX non-discrimination policies (policy 2:260, *Uniform Grievance Procedure*, and this policy 2:265, *Title IX Sexual Harassment Grievance Procedure*) and contact information for its Title IX coordinator(s) on its website, if any, and in each handbook made available to students, applicants for employment, parents/guardians, employees, and collective bargaining units. 34 C.F.R. §106.8(a) and (b). Notifications must state that nondiscrimination extends to employment, and that inquiries about the application of Title IX and its regulations may be referred to the district's Title IX coordinator, to the U.S. Dept. of Education's Assistant Secretary of Education, or both. 34 C.F.R. §106.8(b). See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 105, August 2020**

PRESSPlus 9. Using "or any employee with whom the Complainant is comfortable speaking" ensures Title IX compliance because Title IX deems "any employee" of an elementary or secondary school who has notice of sexual harassment or allegations of sexual harassment to have *actual knowledge*. Therefore, a report to any employee triggers a district's duty to respond. 34 C.F.R. §106.30. This policy contains an item upon which collective bargaining may be required. Any policy that impacts wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. **Issue 105, August 2020**

PRESSPlus 10. Title IX regulations require districts to designate and authorize at least one employee to coordinate its efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX coordinator by name, office address, email address, and telephone number. A district's nondiscrimination coordinator often also serves as its Title IX coordinator. See policy 2:260, *Uniform Grievance Procedure*.

While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored. **Issue 105, August 2020**

PRESSPlus 11. Required by 34 C.F.R. §106.44(a) and (b) regardless of whether a formal Title IX sexual harassment complaint is filed. **Issue 105, August 2020**

PRESSPlus 12. See sample exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com), for a discussion of Title IX sexual harassment and non-Title IX sexual harassment. Consult the board attorney for further guidance. **Issue 105, August 2020**

PRESSPlus 13. See also sample administrative procedure 5:120-AP2, *Employee Conduct Standards*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 105, August 2020**

PRESSPlus 14. This policy gives Title IX coordinators the flexibility to appoint another qualified individual to conduct an investigation. This may be appropriate when the neutrality or efficacy of the Title IX coordinator is an issue, and/or where the district wishes to have the expertise that an in-house or outside attorney may afford to an investigation. Alternative appointments are often made in consultation with the superintendent or other district-level administrator (except in cases involving complaints about those individuals) and the board attorney. If a complaint involves the superintendent or other district-level administrator, alternative appointments are often made in consultation with the board and the board attorney. **Issue 105, August 2020**

PRESSPlus 15. See sample administrative procedures 2:265-AP1, *Title IX Sexual Harassment Response*, and 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 105, August 2020**

PRESSPlus 16. Examples of legally-recognized privileges include attorney-client privilege, doctor-patient privilege, and spousal privilege. See 85 Fed. Reg. 30277. **Issue 105, August 2020**

PRESSPlus 17. See policies 7:190, *Student Behavior*, and 7:230, *Misconduct by Students with Disabilities*. See also policies 7:200, *Suspension Procedures*, and 7:210, *Expulsion Procedures*, for due process requirements when student suspension or expulsion is recommended following a determination of responsibility for Title IX sexual harassment. **Issue 105, August 2020**

PRESSPlus 18. Examples of rights the district or parties may exercise ancillary to this Title IX sexual harassment grievance procedure include, but are not limited to: disciplinary processes for suspensions and expulsions of students under 105 ILCS 5/10-22.6; tenured teacher dismissal proceedings under 105 ILCS 5/24-12; any other pre-termination process required by an applicable collective bargaining agreement, employment policy or procedure, or employment contract; and student appeal of a sex equity grievance decision under 23 Ill. Admin. Code §200.40 (see policy 7:10, *Equal Educational Opportunities*). **Issue 105, August 2020**

PRESSPlus 19. Retaliation complaints must be processed under policy 2:260, *Uniform Grievance Procedure*, because they are covered under the district's grievance procedure for resolving non-sexual harassment Title IX complaints. See 34 C.F.R. §106.8(c). Title IX sexual harassment regulations state that "[c]omplaints alleging retaliation may be filed according to the grievance procedures for sex discrimination required to be adopted under §106.8(c)." 34 C.F.R. §106.71. **Issue 105, August 2020**

# Document Status: Draft Update

## General Personnel

### 5:10 Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic violence, sexual violence, or gender violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

#### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. [PRESSPlus1](#)

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

#### **Nondiscrimination Coordinator:**

Dawn Winkelman

OS150 Park St., Winfield, IL 60190

[dwinkelman@winfield34.org](mailto:dwinkelman@winfield34.org)

630-909-4909

#### **Complaint Managers:**

Dr. Matt Rich

OS150 Park St., Winfield, IL 60190

[mrich@winfield34.org](mailto:mrich@winfield34.org)

630-909-4989

Rebecca First

OS150 Park St., Winfield, IL 60190

[rfirst@winfield34.org](mailto:rfirst@winfield34.org)

630-909-4967

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

#### Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant

minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.:

8 U.S.C. §1324a et seq., Immigration Reform and Control Act.

20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; implemented by 34 C.F.R. Part 106.

29 U.S.C. §206(d), Equal Pay Act.

29 U.S.C. §621 et seq., Age Discrimination in Employment Act.

29 U.S.C. §701 et seq., Rehabilitation Act of 1973.

38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).

42 U.S.C. §1981 et seq., Civil Rights Act of 1991.

42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; implemented by 29 C.F.R. Part 1601.

42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.

42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.

42 U.S.C. §2000e(k), Pregnancy Discrimination Act.

42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.

Ill. Constitution, Art. I, §§17, 18, and 19.

105 ILCS 5/10-20.7, 5/20.7a, 5/21.1, 5/22.4, 5/23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.

410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.

410 ILCS 513/25, Genetic Information Privacy Act.

740 ILCS 174/, Ill. Whistleblower Act.

775 ILCS 5/1-103, 5/2-102, 103, and 5/6-101, Ill. Human Rights Act.

775 ILCS 35/5, Religious Freedom Restoration Act.

820 ILCS 55/10, Right to Privacy in the Workplace Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 75/, Job Opportunities for Qualified Applicants Act.

820 ILCS 112/, Ill. Equal Pay Act of 2003.

820 ILCS 180/30, Victims' Economic Security and Safety Act.

820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

Adopted: January 23, 2020

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**PRESSPlus Comments**

PRESSPlus 1. Title IX regulations require districts to designate and authorize at least one employee to coordinate their efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the 5:10

Title IX Coordinator by name, office address, email address, and telephone number.

The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, see the **PRESS Plus** Question 1 in policy 2:260. **Issue 105, August 2020**

## Document Status: Draft Update

### General Personnel

#### 5:20 Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; 7:20, Harassment of Students Prohibited; 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment; and 7:185, Teen Dating Violence Prohibited.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

#### Sexual Harassment Prohibited [PRESSPlus1](#)

The ~~School~~ District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law. [PRESSPlus2](#)

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

#### Making a Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

#### Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the complaint claim according to that policy, in addition to any response required by this policy.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. [PRESSPlus3](#)

#### **Nondiscrimination Coordinator:**

Dawn Winkelman

OS150 Park St., Winfield, IL 60190

135

630-909-4909

**Complaint Managers:**

Dr. Matt Rich

Rebecca First

OS150 Park St., Winfield, IL 60190

OS150 Park St., Winfield, IL 60190

mrich@winfield34.org

rfirst@winfield34.org

630-909-4989

630-909-4967

Investigation Process

~~Supervisors, Building Principals, or administrators~~ Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee supervisor or administrator who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. ~~The District shall investigate alleged workplace harassment when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.~~

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee [PRESSPlus4](#) shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Conduct, and Conflict of Interest*, [PRESSPlus5](#) should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel [PRESSPlus6](#)

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, ~~he.g.~~, vendor, parent, invitee, etc. Any person ~~employee~~ making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee may be up to and including discharge.

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing ~~bona fide~~ complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and ~~depending upon the law governing the complaint~~, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks.

#### LEGAL REF.:

Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq.; implemented by 29 C.F.R. §1604.11.

Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq.; implemented by 34 C.F.R. Part 106.

State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).

Ill. Human Rights Act, 775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2.

56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.

Burlington Industries v. Ellerth, 524 U.S. 742 (1998).

Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009).

Faragher v. City of Boca Raton, 524 U.S. 775 (1998).

Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).

Harris v. Forklift Systems, 510 U.S. 17 (1993).

Jackson v. Birmingham Bd of Educ., 544 U.S. 167 (2005).

Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).

Oncale v. Sundowner Offshore Services, 523 U.S. 75 (1998).

Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).

Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

Vance v. Ball State University, 133 S. Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

Adopted: January 23, 2020

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#### PRESSPlus Comments

PRESSPlus 1. See policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, (Draft Update - New) for the definition of Title IX sexual harassment (20 U.S.C. §1681 et seq.), and see the Draft's PRESS Plus Comment 4 for examples of employee sexual harassment that may violate Title IX. Title IX's reach is broad because an alleged complainant or alleged respondent may be *anyone* in the district's educational program or activity. This includes applicants for employment, students, parents/guardians, any employee, and third parties. Districts are liable for Title IX sexual harassment when *any* district employee has *actual knowledge* of sexual harassment or allegations of sexual harassment against anyone in the district (except when the only employee with knowledge is the perpetrator of the alleged sexual harassment). 34 C.F.R. §106.30. **Issue 105, August 2020**

PRESSPlus 2. For IDHR's online model program, see its *Model Sexual Harassment Prevention Training Program* page at: <https://www2.illinois.gov/dhr/Training/Pages/State-of-Illinois-Sexual-Harassment-Prevention-Training-Model.aspx>. **Issue 105, August 2020**

PRESSPlus 3. Title IX regulations require districts to designate<sup>137</sup> and authorize at least one employee to coordinate their efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the

Title IX Coordinator by name, office address, email address, and telephone number. The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, see the **PRESS Plus** Question in policy 2:260. **Issue 105, August 2020**

PRESSPlus 4. "Nondiscrimination Coordinator or designee" is used where Title IX is potentially implicated. In contrast, if Title IX is likely not implicated then "Nondiscrimination Coordinator or a Complaint Manager or designee" is used. **Issue 105, August 2020**

PRESSPlus 5. See also sample administrative procedure 5:120-AP2, *Employee Conduct Standards*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 105, August 2020**

PRESSPlus 6. Required for districts located within a county served by an accredited Children's Advocacy Center (CAC). 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531 (governing the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC). For further discussion see f/n 14 in sample policy 5:90, *Abused and Neglected Child Reporting*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com).

If your school district is not within a county served by an accredited CAC, strike this subsection and select "Adopted with Additional District Edits" as the Save Status. **Issue 105, August 2020**

## Document Status: Draft Update

### General Personnel

#### 5:100 Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall provide, at a minimum, at least once every two years, the in-service training of licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every two years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

In addition, the staff development program shall include each of the following:

1. At least, once every two years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every two years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for licensed school personnel and administrators who work with students in grades kindergarten through 8 to identify the warning signs of mental illness and suicidal behavior in youth along with appropriate intervention and referral techniques.
5. Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training as follows:
  - a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect (see policy 5:90, *Abused and Neglected Child Reporting*).
  - b. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years (see policy 5:90, *Abused and Neglected Child Reporting*).
  - c. Informing educators about the recommendation in the *Erin's Law* Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, *Abused and Neglected Child Reporting*).
6. Education for staff instructing students in grades 7 through 8, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.
7. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
8. Annual continuing education and/or training opportunities (*professional standards*) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three year period.
9. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
10. Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.
11. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.

12. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
14. For nurses, administrators, guidance counselors, teachers, persons employed by a local health department and assigned to a school, and persons who contract with the District to perform services in connection with a student's seizure action plan, training in the basics of seizure recognition, first aid, and appropriate emergency protocols.
15. For all District staff, annual sexual harassment prevention training.
16. Title IX requirements for training as follows (see policy 2:265, Title IX Sexual Harassment Grievance Procedure): PRESSPlus1
  - a. For all District staff, training on the definition of sexual harassment, the scope of the District's education program or activity, all relevant District policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator.
  - b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
  - c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
  - d. For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

LEGAL REF.:

20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235.

105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/22-80(h), and 5/24-5.105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

105 ILCS 150/25, Seizure Smart School Act.

105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.

325 ILCS 5/4, Abused and Neglected Child Reporting Act.

745 ILCS 49/, Good Samaritan Act.

775 ILCS 5/2-109, III. Human Rights Act.

23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.

77 Ill.Admin.Code §527.800.

CROSS REF.: 2:265 (Title IX Sexual Harassment Grievance Procedure), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

Adopted: January 23, 2020

PRESSPlus 1. Added in response to Title IX regulations at 34 C.F.R. Part 106. **Issue 105, August 2020**

## Document Status: Draft Update

### Professional Personnel

#### 5:220 Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute license or short-term substitute license and may teach in the place of a licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows:

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.
3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2021, [PRESSPlus1](#) a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

#### Short-Term Substitute Teachers

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

#### Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education within five business days after the employment of a substitute teacher in an emergency situation.

#### LEGAL REF.:

105 ILCS 5/10-20.68, 5/21B-20(2), 5/21B-20(3), and 5/21B-20(4).

23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

Adopted: January 23, 2020

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 40 ILCS 5/16-118, amended by P.A. 101-645, extending until June 30, 2021, the limit of 120 paid days or 600 paid hours that a TRS annuitant can work as substitute teacher in a school year. **Issue 105, August 2020**

# Document Status: Draft Update

## Educational Support Personnel

### **5:330 Sick Days, Vacation, Holidays, and Leaves**

Each of the provisions in this policy applies to all educational support personnel to the extent it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

#### Sick and Bereavement Leave

10 month and 12 month full-time educational support personnel receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay on a prorated basis.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse, (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

#### Vacation

Twelve-month full-time educational support personnel shall be eligible for paid vacation days according to the following schedule:

<u>Length of Employment</u>	<u>Maximum Vacation</u>
	<u>Leave Earned Per Year</u>
From:	
Beginning of year 1	To: .83 days per month (accumulate 10 through year 1)
Beginning of year 2	End of year 1 11 days per year
Beginning of year 6	End of year 5 16 days per year
Beginning of year 11	End of year 10 21 days per year
Beginning of year 16	End of year 15 26 days per year

Part-time employees will be eligible for paid vacation days according to the schedule above on a prorated basis. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

#### Holidays

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a legal school holiday listed below, District employees will not be required to work on:

New Year's Day	Labor Day	143
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Martin Luther King Jr.'s Birthday	Columbus Day
Abraham Lincoln's Birthday	Veteran's Day
Casimir Pulaski's Birthday	<u>2020 Election Day</u> <a href="#">PRESSPlus1</a>
	Thanksgiving Day
Memorial Day	Christmas Day
	President's Day
Independence Day	Good Friday

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

#### Personal Leave

Ten and twelve month full-time educational support personnel have one paid personal leave day in the first year and two days per year in the second and three days in subsequent years. Part-time employees will receive personal leave pay on a prorated basis. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Principal three days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

#### Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.

#### Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic Violence, Sexual Violence, or Gender Violence.
4. Child Bereavement Leave.
5. Leave to serve as an election judge.

#### LEGAL REF.:

105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.

330 ILCS 61/, Service Member Employment and Reemployment Rights Act.

820 ILCS 147, School Visitation Rights Act.

820 ILCS 154/, Child Bereavement Leave Act.

820 ILCS 180/, Victims' Economic Security and Safety Act.

School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); Elder v. Sch. Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

Adopted: January 23, 2020

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**PRESSPlus Comments**

PRESSPlus 1. Updated in response to *2020 Election Day* designated by 10 ILCS 5/2B-10, added by P.A. 101-642 and 105 ILCS 5/24-2 (e), amended by P.A. 101-642 now making 11-3-2020 as a legal school holiday for purposes of 105 ILCS 5/24. **Issue 105, August 2020**

## Document Status: Draft Update

### STUDENTS

#### 7:180 Preventing Bullying and Other Aggressive Behaviors

Bullying diminishes a student's ability to learn and a school's ability to educate. Such conduct interferes with a student's educational environment, safety, and academic performance. Preventing students from engaging in these aggressive and disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Students are expected to act respectfully towards their peers and to avoid bullying and aggressive behaviors in their interactions with other students. The District prohibits and will not tolerate aggressive student behavior, including bullying conduct of any type or on any basis, as defined below.

Further, the District will protect students against retaliation for reporting incidents of aggressive behavior and bullying and will take disciplinary action against any student who participates in such conduct.

In addition, bullying that is based on actual or perceived race, color, national origin, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, status of being homeless, or actual or potential marital or parental status, including pregnancy, military status, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is also prohibited and may amount to a violation of a student's civil rights and of Policy 7:20 (Harassment).

Bullying is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non school-related activity, function, or program.

#### Legal Definitions (105 ILCS 5/27-23.7)

For purposes of this policy and as defined under the Illinois *School Code*, the terms used mean the following:

*Bullying* includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Aggressive conduct towards other students that is not severe or pervasive shall not be deemed as bullying, but may constitute gross disobedience or misconduct leading to discipline under Board policy 7:190, *Student Behavior*, of any student who engages in such behavior. Students who engage in bullying conduct shall also be disciplined under Board policy 7:190.

*Cyberbullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the

author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12:

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, formal disciplinary action solely on the basis of an anonymous report shall not be permitted.

### **Nondiscrimination Coordinator:** [PRESSPlus1](#)

Dawn Winkelman

OS150 Park St., Winfield, IL 60190

[dwinkelman@winfield34.org](mailto:dwinkelman@winfield34.org)

630-909-4909

### **Complaint Managers:**

Dr. Matt Rich

Rebecca First

OS150 Park St., Winfield, IL 60190

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[mrich@winfield34.org](mailto:mrich@winfield34.org)

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630-909-4989

630-909-4967

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation<sup>147</sup> within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the

course of the investigation about the reported bullying incident.

- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as gross misconduct for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as gross misconduct for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall ensure that the District's bullying prevention plan is consistent with other Board policies, including without limitation, the following:
  - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972. [PRESSPlus2](#)
  - c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - e. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - f. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  - g. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - h. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive

behaviors, or urging other students to engage in such conduct.

- i. 7:310, *Restrictions on Publications; Elementary Schools*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
- a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
  - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
  - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
  - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

### Early Intervention Procedures

In addition to any discipline that may be imposed under Board policy 7:190, *Student Discipline*, students who engage in acts of aggressive behavior also may be referred to the building level student support team ("student support team") for assistance, such as counseling or other supportive services from school or community agencies. The student's parent/guardians shall be advised in writing of the referral to the student support team and any action taken by the team concerning the student.

Students who are victims of aggressive behavior also may be referred to the student support team for assistance, such as counseling or other supportive services from school or community agencies. The student's parent/guardians shall be advised in writing of the referral to the student support team.

In addition, school personnel shall monitor and identify students who exhibit behaviors that indicate a tendency toward aggressive behavior. School personnel who identify students who have demonstrated behaviors that put them at risk for aggressive behavior shall refer the students to the student support team. The student's parent/guardians shall be advised in writing of the referral to the student support team and any action taken by the team concerning the student.

Upon receipt of a referral for any of the above students, the student support team shall monitor the student, review any non-school, community-based interventions available for the student, and consider necessary school based interventions, including, but not limited to, referral for an evaluation to determine special education eligibility. If the student is currently receiving services as a student with a disability, the student's IEP or Section 504 team, when appropriate, may assume the functions of the student support team.

### LEGAL REF.:

405 ILS 49/, Children's Mental Health Act.

105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.

23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited) 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools)

Adopted: September 19, 2019

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### **PRESSPlus Comments**

PRESSPlus 1. Title IX regulations require districts to designate and authorize at least one employee to coordinate their efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number.

The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, see the **PRESS Plus** Question 1 in policy 2:260. **Issue 105, August 2020**

PRESSPlus 2. Added in response to Title IX regulations at 34 C.F.R. Part 106. **Issue 105, August 2020**

## Document Status: Draft Update

### STUDENTS

#### 7:185 Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
  - a. 2:260, Uniform Grievance Procedure. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
  - b. 2:265, Title IX Sexual Harassment Grievance Procedure. This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking. [PRESSPlus1](#)
  - c. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - d. 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 8, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated

by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.:

105 ILCS 110/3.10.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Adopted: May 23, 2019

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**PRESSPlus Comments**

PRESSPlus 1. Added in response to Title IX regulations at 34 C.F.R. Part 106. **Issue 105, August 2020**

# Board of Education Information

**To:** Board of Education  
**From:** Matt Rich  
**Date:** September 24, 2020  
**Re:** Memo of Understanding with WTA

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## **Recommendation:**

It is the recommendation of the Superintendent to approve the Memo of Understanding with WTA as presented.

## **Background Information:**

This agreement clarifies the role of employees of Winfield 34 in relationship to students taking classes in Winfield School District 34 under the supervision of the Winfield Park District in the School Kids program. This program is housed in the Winfield Central cafeteria.

## Memo of Understanding with WTA regarding School Kids Program

1. The School Kids program is a learning program held at Winfield Central School during which Winfield School District 34 students participate in a Winfield School District 34 lead educational program while being supported by Winfield School District 34 personnel while being supervised by Winfield Park District personnel.
2. All work performed by employees of District 34 doing their regular District 34 job description with students participating in the School Kids program supervised by Winfield Park District personnel is considered to be within the scope of their work for the School District and/or performed at the direction of the Winfield School District 34 administration and board of education.
3. Winfield School District 34 will indemnify and hold harmless any individual members of the Winfield Teachers Association against any claims that may arise in the course of their work with participants of the School Kids program as long as their work is consistent with the scope of their job description and regular work for Winfield School District 34 and any relevant provisions of School Code.
4. This Memorandum of Understanding is not precedent setting and specific to the 2020-2021 School Kids program and providing instructional services during the CoVID-19 pandemic.

# Board of Education Information

**To:** Board of Education

**From:** Matt Rich

**Date:** September 24, 2020

**Re:** Intergovernmental Agreement with DuPage ROE/DuPage County to fund internet services for low income families during the pandemic.

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**Recommendation:**

It is the recommendation of the Superintendent to approve the Intergovernmental Agreement with DuPage ROE/DuPage County to fund internet services for low income families during the pandemic as presented.

**Background Information:**

This agreement will allow Mrs. Dave' to work with our low income families to access Internet Services paid for by DuPage County through CARES Act funding.

# Board of Education Information

**To:** Board of Education  
**From:** Matt Rich  
**Date:** September 24, 2020  
**Re:** In-Person Learning

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**Recommendation:**

It is the recommendation of the Superintendent to approve the change to In-Person Learning beginning October 5th.

# Board of Education Information

**To:** Board of Education  
**From:** Matt Rich  
**Date:** September 24, 2020  
**Re:** Accept Retirement

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## **Recommendation:**

It is the recommendation of the Superintendent to accept the retirement of Nina Macmillan at the end of the 2020-2021 School Year.

## **Background:**

Mrs. MacMillan has been a terrific teacher and instructional leader for Winfield School District 34 for the past 22 school years. Her work not only has helped students blossom, but supporting our overall school community as a member of our Building Leadership Team and serving for 4 years as WTA president. We wish Nina the best as she enters this new part of her personal journey, grateful for the differences she has made in our lives and those of our students.

September 16, 2020

Dear Dawn and Matt,

This letter is to inform you of my intention to retire at the end of this 2020-2021 school year. It has been a sincere pleasure to have taught 4th grade in Winfield School District 34 for these 22 years. There have been many blessings in my life and I regard this career as one of them. My sweet students, supportive families, a caring school board, and colleagues who are friends, have made my time here some of the best years of my life. I thank you for everything.

I am typing this letter with some tears of sadness, but a feeling of excitement for the next chapter. On to Act 3!

With thanks,  
Nina Macmillan

# Board of Education Information

**To:** Board of Education  
**From:** Matt Rich  
**Date:** September 24, 2020  
**Re:** Additional FTE 1.0 Teacher

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## **Recommendation:**

It is the recommendation of the Superintendent to approve the additional 2020-2021 FTE 1.0 Teacher for support during the COVID Pandemic.

## **Background:**

As we have planned for the wide range of possibilities for this school year, we have discovered that we will need additional staff members to potentially support both in person and remote learning simultaneously at the elementary level. The creation of this position will allow for additional instructional resources to be allocated to support student learning during periods of simultaneous instruction.

# Board of Education Information

**To:** Board of Education  
**From:** Matt Rich  
**Date:** September 24, 2020  
**Re:** Employment of Brianne Willix

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## **Recommendation:**

It is the recommendation of the Superintendent to approve the employment of Brianne Willix.

## **Background:**

It is with great pleasure we recommend Brianne Willix for a 1.0 FTE teaching position in Winfield School District 34. Mrs. Willix has a Bachelor's degree from Elmhurst College and a Master's Degree from Olivet University. Prior to Winfield she taught for 5.5 years in Plainfield School District 202. In Winfield School District she has served as substitute teacher with extended instructional positions in 1st grade, 2nd grade, 3rd grade, and preschool. Mrs. Willix has also served as PTO co-president and a member of the Winfield Education Foundation. Mrs. Willix's initial annual salary would be \$55,890 prorated for 150 instructional days and 4 transition days. Her actual 2020-2021 salary will be \$46,778.